352.005
M64m

MANUAL

BOARD OF CITY SERVICE COMMISSIONERS

CITY OF MILWAUKEE

MAY, 1914

THE UNIVERSITY
OF ILLINOIS
LIBRARY

352.005
M64m

MUNICIPAL
REFERENCE

UNIVERSITY OF ILLINOIS LIBRARY

AUG 29 1919

Milwaukee -- City service Commissioners, Board of
"

MANUAL

OF THE

BOARD OF CITY SERVICE COMMISSIONERS

OF THE

CITY OF MILWAUKEE

Milwaukee, Wisconsin

U. S. A.

MAY, 1914

ST. PAUL
PUBLIC LIBRARY.

UNITED ARCHERY TRADES UNION LABEL COUNCIL 23

Board of City Service Commissioners

President
WM. W. McINTYRE

OTTO F. HOPPE	Term expires on the first Monday in July, 1914
EDWARD ZIEGLER	Term expires on the first Monday in July, 1915
WM. W. McINTIRE	Term expires on the first Monday in July, 1916
PETER J. KOEHLER	Term expires on the first Monday in July, 1917

Chief Examiner and Secretary
JOHN J. VLACH

Gift
351.1 M64m
352.005 M64m
1921 - C.L.
EXCHANGE St Paul Pub Lib
OCT 13 '18

CITY CIVIL SERVICE ACT.

(Subject to Change by the State Legislature.)

Chapter 313, of the Laws of 1895, App. April 19 and Pub. April 29, [As Amended by Chapter 218, of the Laws of 1897, App. April 12, and Pub. April 13, and Chapter 95, App. May 8, 1911, and Chapter 547, App. July 3, 1911.]

AN ACT to regulate the civil service of cities.

The people of the State of Wisconsin, represented in Senate and Assembly, do enact as follows:

Section 1. The Mayor of each city in this state, of the first class, or of the second class, as defined by Section 1, of Chapter 312, of the general laws of Wisconsin, enacted in 1893, whether such city be incorporated by special act of the Legislature or under the general laws of the state, shall, before the fifteenth day of June, A. D. 1895, or the fifteenth day of June in the year next following the first state or national census, showing such city to belong to either said first or said second class, appoint four persons, citizens and residents of said city, who shall constitute and be known as the Board of City Service Commissioners of such city, and shall designate one of the persons so appointed to serve for a term of four years, one for a term of three years, one for a term of two years, and one for a term of one year, from the first Monday of July in the year of their appointment and until their respective successors are appointed and qualified; and in each and every year after such first appointment, the Mayor shall, in like manner, in the month of June, appoint one person as the successor of the Commissioner whose term shall expire in that year, to serve as such Commissioner for four years from the first Monday of July then next ensuing, and until his successor is appointed and qualified. Three Commissioners shall constitute a quorum necessary for the transaction of business. Any vacancy in the office of Commissioner occurring during the term shall be filled for the unexpired term by appointment by the Mayor and all appointments, both original and to fill vacancies, shall be so made that not more than two Commissioners shall at the time of the appointment be members of the same political party. Said Commissioners shall hold no lucrative office or employment under the United States, the State

Appointment of Commissioners.

Qualifications of Commissioners.

446129

of Wisconsin, or any municipal corporation or political division thereof, and each Commissioner shall, before entering upon the discharge (of the duties) of his office and within ten days after receiving notice of his appointment, take and subscribe the oath of office prescribed by the constitution of this state, and file the same, duly certified by the officer administering it with the (City) Clerk of his city, and no salary or other compensation for his services shall be paid to any such Commissioner.

Sec. 2. **[As amended by Section 1, Chapter 218, of 1897.]** The said commissioners shall make rules adapted to carry out the purposes of the act and not inconsistent with its provisions, for the examination and selection of persons to fill offices and positions in the service of their respective cities, which are required to be filled by appointment and for the selection of persons to be employed in the service of such city. All rules so made shall be subject to the approval of the Mayor of the city, and they may with like approval be from time to time altered or rescinded by said Commissioners. The said Commissioners shall supervise the administration of the rules so established.

Commissioners to Make Rules.

Sec. 3. **[As amended by Section 1, Chapter 547, Laws 1911.]** The rules mentioned in Section 2 of this act may be made from time to time:

1st. For open, competitive, and other examinations by which to test applicants for office or for employment as to their practical fitness to discharge the duties of the positions which they desire to fill, which examinations shall be public and free to all persons with proper limitations as to citizenship, residence, age, health, sex, habits, and moral character. All rules so made shall be subject to the approval of the Mayor of the city, and they may with like approval be from time to time altered or rescinded by said Commissioners. The said Commissioners shall supervise the administration of the rules so established.

Rules for Examinations.

2nd. For the filling of vacancies in office and places of employment in accordance with the results of such examinations, and for the selection of persons for public employment in accordance with such results, or otherwise as may seem most desirable to carry out the provisions of this act.

Filling Vacancies.

3rd. For the promotions in office or positions on the basis of ascertained merit and seniority in service, and examination as may seem desirable.

Promotions.

4th. For a period of probation before an appointment or employment is made permanent.

Probation.

All rules made as provided in this act and all changes therein shall forthwith be printed for distribution by said Board.

Rules to be Printed Forthwith.

Sec. 3a. The examinations held under this act shall consist of any reasonable and impartial method of ascertaining the fitness or relative merit of candidates. Examinations.

Sec. 4. **[As amended by Section 2, Chapter 547, Laws 1911.]** From and after the adoption of such rules, all appointments to subordinate offices, positions, and employments in the several departments of the service of such city, which are subject to such rules, shall be made by the respective heads of such departments under and in conformity with the provisions of such rules, and such heads of departments shall respectively have power to remove or discharge at pleasure any person holding any subordinate office, position, or employment in their respective departments, for cause which shall not be religious or political and shall be set forth in detail in writing and be filed within ten days with the Secretary of the City Service Commission. But any such discharged subordinate shall be given an opportunity to make answer and his answer, when made in writing, shall be filed with the Secretary of the Commission. Appointments. Discharge at Pleasure. Reasons for Discharge in Writing.

Sec. 5. All applicants for offices, places or employments in the civil service of such city, except those mentioned in Section 6, shall be subject to examination under and in accordance with the rules so made by said Commissioners. Such examinations shall be practical in their character and shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the particular service to which they seek to be appointed, and shall include tests of physical qualifications and health, and, when appropriate, of manual skill. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by such opinions or affiliations. Examinations to Be a Fair Test.

Sec. 6. **[As amended by Section 3, Chapter 547, Laws 1911.]** Officers who are elected by the people, or who by the statutes are required to be elected by the City Council, Inspectors and Clerks of Election, members of any Board of Education, the superintendents and teachers of schools, heads of any principal departments of the city, all members of the law, fire and police departments, officers and clerks entrusted with the handling of money for which their superior officer is required to give bond, one private secretary of the Mayor and any other officers, Clerks, or employees in the service of the city whose positions, in the judgment of the said City Service Commissioners cannot, for the time being be subjected, with advantage to the public service, to the general rules prepared under this act, shall not be affected as to their election, selection, or appointment, by such rules made by said Commissioners. When any position to be filled involves fiduciary responsibility other than the handling of Exemptions.

money, the appointing officer may require the appointee to furnish him a bond or other security for the faithful performance of his duty, the amount to be fixed by the appointing officer with the approval of the Mayor, and shall notify the City Service Commission of the amount and conditions thereof and other details thereof, provided, however, that any surety company, the bonds of which are accepted by the judge of any court of record in this state shall be sufficient security on any such bond, and that the premium on such bond, within the limits fixed by law, shall be paid out of the city treasury.

Qualifications of Applicants.

Sec. 7. Every application, in order to entitle the applicant to appear for examination, or to be examined, must state the facts under oath on the following subjects: (1) full name, residence and postoffice address; (2) citizenship; (3) age; (4) place of birth; (5) health and physical capacity for the public service; (6) previous employment in the public service; (7) business or employment and residence for the previous five years; (8) education. Such other information shall be furnished by the applicant as may reasonably be required by the Board touching the applicant's fitness for the public service.

Chief Examiner and ex-Officio Secretary.

Sec. 8. **[As amended by Section 2, Chapter 218, Laws of 1897, and Section 4, Chapter 547, Laws of 1911.]** The said Board shall appoint a chief examiner whose duty it shall be, under its direction, to superintend any examinations held in such city under this act, and who shall perform such other duties as the board shall prescribe. Such chief examiner shall be ex-Officio Secretary of the Board, and under the direction of such Board he, as such Secretary, shall keep and record minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the Board may from time to time prescribe. The salary of such chief examiner may be fixed by the Board of City Service Commissioners, to be approved by the Common Council, provided that such salary shall not be less than fifteen hundred dollars per annum, which shall be paid monthly by the City Treasurer on the certificate of the president of said Board, countersigned by the City Comptroller. He shall be subject to removal at any time by said Board. The said Board may also incur such expenses for clerk hire, printing, stationery, and other incidental matters as it shall deem necessary; provided, however, that the total amount of all expenditures by it incurred during any year, including the compensation of the chief examiner, clerks, and other employees, shall not exceed the amount of the special fund herein provided and known as the "City Civil Service fund."

Expenses of City Service Office.

Sec. 8a. **[Section 3, Chapter 218, of the Laws of 1897, as amended by Section 1, of Chapter 95, Laws 1911.]** From and after the passage and publication of this act, the Common Council shall levy and collect annually upon all taxable property of the said city, at the

same time and in the same manner as other city taxes are levied and collected by law, a tax not exceeding seventeen one thousandths of a mill upon each dollar of the assessed value of said taxable property, the amount of which shall be determined by said Board of City Service Commissioners, and certified by it to the Common Council and to the City Comptroller, within ten days after the passage and publication of this Act, and thereafter before the twentieth day of January in each year, and the entire amount of such tax shall constitute a separate and distinct fund to be known as the "City Civil Service fund," and shall not be used or appropriated, directly or indirectly, for any other purpose than paying the salaries of the chief examiner, clerks and employees of said Board, and the other necessary expenses of carrying out the purposes of this Act. All disbursements on account of such City Civil Service fund, except for the salary of the chief examiner, shall be paid by the City Treasurer on the orders of the President and Secretary of the Board, countersigned by the City Comptroller.

City Civil Service Fund.

Sec. 8b. **[Section 2, Chapter 95, Laws 1911.]** All acts or parts of acts contravening any of the provisions of this act are hereby repealed.

Sec. 9. The Board shall control all examinations, and may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the city, to be examiners, and it shall be the duty of such examiners, and, if in the service of the city, it shall be a part of their official duty without extra compensation, to conduct examinations as the Board may direct, and make return or report thereof to such Board; and the Board may, at any time, substiture any other person, whether or not in such service, in the place of any one so selected; and the Board may themselves, at any time, act as such examiners, and without appointing examiners. The examiners, at any examination, shall not all be members of the same political party, and no person shall serve in an examination of candidates for office under the provisions of this act in case of a relative or connection by marriage within the degree of first cousin.

Conduct of Examinations.

Examiners Not to be of Same Political Party.

Sec. 10. **[As amended by Section 4, Chapter 218, of 1897.]** Notice of the time, place and general scope of every examination shall be given by the board by publication at least four times on alternate days, beginning at least ten days before the date of such examination, in one or more daily newspapers of general circulation published in such city, and such notice shall also be posted by said board in a conspicuous place in its office at least ten days before such examination. Such further notice of examinations may be given as the board shall prescribe.

Notice of Examinations.

Eligible Lists to be Prepared.

Sec. 11. From the returns or reports of the examiners, or from the examinations made by the Board, the Board shall prepare and keep a register for each grade or class of position in the service of such city, of the persons whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of such Board, and who are otherwise eligible, and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination, without reference to priority of time of examination.

Immediate Notice in Writing of Changes in Service.

Creation or Abolishment of Office, or Place, to be Reported Immediately.

Vacancies to be Reported.

Certifications.

Temporary Appointments.

Sec. 12. **[As amended by Section 5, Chapter 218, Laws of 1897, and Section 5, Chapter 547, Laws of 1911.]** Immediate notice in writing shall be given by the appointing power to said Board of City Service Commissioners of all appointments, permanent or temporary, made pursuant to this act and the rules made and established under the same, in those branches or departments of the Civil Service of such city which are subject to this act and the rules of said Board, and of all transfers, promotions, resignations, other changes or vacancies from any cause in such branches or department of the city service, and of the date thereof, and a record of the same shall be kept by said Board. When any office or place of employment, subject to such rules, is created or abolished, or the compensation attached thereto is altered, the officer or Board making such change shall immediately report the same in writing to said Board of Commissioners. Notice shall be given in writing by the appointing officer to the City Service Commission of the existence of any vacancy or vacancies in any office or employment in the competitive class under the provisions of this act, and within ten days after the receipt of such notice the Commission shall certify from the list of eligibles appropriate for the group in which the position to be filled is classified the three names and addresses of the candidates standing highest thereon which have not been certified three times to the department or office in which the vacancy exists. Whenever eligibles are certified, they must always be those candidates who have been graded the highest in the examination held in pursuance with this act and the rules made in accordance therewith. In every case, after a name has been certified three times, it may be dropped from the list by the commission, but certifications for temporary appointments shall not be counted as one of such certifications. The head of any department or office may, with the approval of the Commissioners, make temporary appointments to remain in force not exceeding thirty days, or until regular appointment under the provisions of this act can be made. It shall be the duty of the appointing officer to appoint on probation, with sole reference to merit and fitness, one of the said candidates whose name shall have been certified in the above manner set forth to fill such vacancy unless objection shall be made to one or more of the persons certified, for any of the reasons stated on the rules;

provided, however, that the provisions of this section may be altered by the Commission when the office or employment comes within those where, by the rules, competitive examinations are not required. The Commission shall make rules for the procedure in such cases. Probation.

Sec. 12a. **[Section 6, Chapter 547, Laws 1911.]** There is hereby created a new division of the classified service to be known as the special expert class. Except where such positions shall be classified, exempt, or non-competitive, the Board of City Service Commissioners shall place in this class all positions of a technical, scientific, or professional character, together with all positions where the qualifications are peculiar to the service in any department of the city government, and may in addition thereto temporarily classify as of the special expert class positions where the service is new and experimental in character. Special Expert Class.

2. The provisions of the City Civil Service act now governing selections, appointments, promotions, reinstatements, removals, and transfers shall apply to the special expert class, except as may be otherwise provided in this section.

3. For the filling of positions in the special expert class the appointing officer shall be free to suggest names of persons for consideration in examination together with all other applicants and all other persons whose names have been suggested to the Board of City Service Commissioners, and the Board shall inquire into the fitness of persons so nominated and may notify such persons and any other suitable person to participate in the examination.

4. Previous to an examination to fill a position in the special expert class, the Board of City Service Commissioners may provide in its published announcement that the resulting eligible list shall expire as soon as an appointment has been made therefrom, providing the appointing officer so desires. When an appointing officer makes objection in writing to names of persons in the special expert class, certified from an eligible list, not especially appropriated for the position or group of positions in question, such certification shall be invalid.

5. The appointing officer shall in all cases be consulted as to qualifications and requirements, examination standards, and procedure for filling positions in the special expert class.

6. In filling positions in the special expert class the Board of City Service Commissioners shall select a board of one or more experts to conduct the examination when requested in writing to do so by an appointing officer.

Special Expert Class Exempt from General Requirements.

7. Whenever the Board of City Service Commissioners or the officer having the power of appointment shall deem it advisable in the interests of the service, no qualifications as to residence or citizenship shall be imposed in the examination for a position in the special expert class. Any restrictions contained in any law, or in any charter of any city of the first class inconsistent with this provision shall not be applicable in such case.

Annual Report.

Sec. 13. Said Board of Commissioners shall, on or before the 15th day of March in each year, make to the Mayor for transmission to the City Counsel, a report showing its own action, the rules in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. The Mayor may require a report from said Board at any other time.

Rooms and Funds for Board.

Sec. 14. All officers of any such city shall aid said Board in all proper ways in carrying out the provisions of this act, and, at any place where examinations are to be held, shall allow the reasonable use of the public buildings for holding such examinations. The Mayor of each city shall cause suitable rooms to be provided for said Board at the expense of such city; and a sufficient sum of money shall be appropriated each year by each city to carry out the provisions of this act in such city.

Secret Information and False Marking Prohibited.

Sec. 15. No person or officer shall willfully and corruptly, by himself or in co-operation with one or more other persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing or willfully or corruptly make any false representations concerning the same or concerning the person examined, or willfully or corruptly furnish to any person any special or secret information for the purpose either of improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

Claims for Services Not to be Allowed by Comptroller.

Sec. 16. **[As amended by Section 6, Chapter 218, of 1897.]** No comptroller or accounting or auditing officer of such city shall allow the claim for services of any person employed in the public service in violation of the provisions of this act or of the rules made and established by the board of city service commissioners pursuant to this act.

All Changes in Service to be Certified to Comptroller.

Sec. 17. The Board of City Service Commissioners shall certify to the Comptroller all appointments to offices and places in the civil service of the city, subject to their rules, and all vacancies occurring therein, whether by dismissal, resignation or death. No Comptroller of any such city shall approve the payment of or be in any manner concerned in paying any salary or wages to any person, subject to such rules, for services as an officer or

employee of such city, before the appointment of such person to the city service has been certified by the Board to the Comptroller, nor after the vacation of such person's office or employment shall have been so certified.

Comptroller Responsible for Payments.

Sec. 18. No Paymaster, Treasurer or other officer or agent of such city shall willfully pay, or be in any manner concerned in paying any person subject to the rules adopted by said Commissioners under this act, any salary or wages for services as an officer or employee of such city, before the appointment of such person to the civil service of such city has been certified by the Board to the Comptroller, nor after the vacation of such person's office or employment shall have been so certified.

No Payments to be Allowed unless Appointments Have Been Certified by Board.

Sec. 19. Any person who shall willfully, or through culpable negligence, violate any provision of this act or any rule promulgated in accordance with the provisions thereof, shall be guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine of not less than fifty dollars and not exceeding one thousand dollars, or by imprisonment in the county jail for a term not exceeding six months, or by both such fine and imprisonment in the discretion of the court.

Willful Violation of this Act a Misdemeanor Punishable by Imprisonment.

Sec. 20. If any person shall be convicted under the next preceding section, any public office which such person may hold shall, by force of such conviction, be rendered vacant, and such person shall be incapable of holding office for the period of five years from the date of such conviction.

Office of Convicted Person Rendered Vacant. Convicted Person Incapable of Holding Office for Five Years.

Sec. 21. Prosecutions for violations of this act may be instituted either by the Attorney-General, the state's attorney for the county in which the offense is alleged to have been committed, or by the Board acting through special counsel. Such prosecutions shall be conducted and controlled by the prosecuting officers who institute them, unless they request the aid of other prosecuting officers.

Prosecutions by Board.

Sec. 22. All acts and parts of acts, including all provisions of any city charter, so far as they conflict or are inconsistent with the provisions of this act, are hereby repealed.

City Charter Not to Conflict with City Service Act.

[Additional provisions are contained in the following Sections of said Chapter 218 of the Laws of 1897, to-wit:]

Sec. 7. It shall be the duty of every board of city service commissioners appointed under and in pursuance of the provisions of said chapter 313, of the laws of 1895, to investigate the enforcement of said act and of its rules, adopted in accordance with its provisions to

carry out the purposes of said act and the action of the examiners in said act provided for, and the conduct and action of the appointees in the official service in its city, and may inquire as to the nature, tenure and compensation of all offices and places in the public service thereof. In the course of such investigation each commissioner shall have power to administer oaths, and said Board shall have power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation.

Investigations by Commissioners.

Sec. 8. Any person who shall be served with a subpoena to appear and testify, or to produce books and papers, issued by the board of city service commissioners in the course of any investigation conducted under the provisions of section 6 [7], of this act, and who shall refuse or neglect to appear and testify or to produce books and papers relevant to such investigation, as commanded in such subpoena, shall be guilty of a misdemeanor, and shall on conviction be punished by a fine or imprisonment or both in the discretion of the court, as provided in and by section 19, of the said act hereby amended. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state, and shall be paid from the appropriation for the expenses of the board. Any circuit court of this state or any judge thereof, whether in term time or vacation, upon application of the board, may compel the attendance of witnesses, the production of books and papers and giving of testimony before the board by attachment for contempt or otherwise, in the same manner, as the production of evidence may be compelled before said court. Every person, who having taken an oath or made affirmation before a commissioner in the course of such an investigation, shall swear or affirm willfully, corruptly and falsely, shall be guilty of perjury, and upon conviction shall be punished accordingly.

Witnesses May Be Subpoenaed.

Witnesses Under Oath May Be Guilty of Perjury.

Sec. 9. No officer or employee of such city shall discharge, or degrade, or promote, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten to do so, for giving or withholding any contribution of money or other valuable thing for any party or political purpose, or for refusal or neglect to render any party or political service.

Reward or Punishment for Political Services Prohibited.

Sec. 10. No applicant for appointment in such official service, either directly or indirectly, shall pay or promise to pay any money or other valuable thing to any person whomsoever, for or on account of his appointment or proposed appointment, and no officer or employee shall pay or promise to pay, either directly or indirectly, to any person any money or other valuable thing whatever for or on account of his promotion.

Payments for Appointments or Promotions Prohibited.

Sec. 11. No person while holding any office in the government of such city, or any nomination for, or while seeking a nomination for or appointment to, any such office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence in the way of conferring upon any person, or in order to secure or aid any person in securing, any office or public employment or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person or any other shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Official Authority or Influence for Political Purposes Prohibited.

Sec. 12. Any acts and parts of acts conflicting with the provisions hereof are hereby repealed.

CIVIL SERVICE RULES

OF THE

CITY OF MILWAUKEE

CIVIL SERVICE RULES.

(Subject to change by the Board of City Service Commissioners upon approval by the Mayor.)

RULE I.

Definition of Terms.

The several terms hereinafter mentioned whenever used in these rules or in any regulations in force thereunder shall be construed as follows:

1. The "city service of the city of Milwaukee," which may be designated for convenient reference "city service," includes all offices and positions of trust or employment in the service of the city of whatever function, designation or compensation.

2. The term "unclassified service" refers to those positions specifically mentioned in section 6 of the civil service law as exempt from the provisions of the civil service law.

3. The term "classified service" refers to that portion of the city service that is arranged in classes under these rules, and includes all of such offices and positions, except those included in the unclassified service as defined above.

4. The term "class" refers to the competitive class, the special expert class, or the common labor class, as defined in the civil service law and these rules.

5. The term "classification" refers to the arrangement in schedule form of the titles, offices and positions in the several classes, divisions and grades which is embodied in Rule III.

6. The term "Commission" when used by itself refers to the Board of City Service Commissioners.

7. The term "appointing officer" refers to the officer, commission, board or body having the power of appointment to subordinate offices or positions in any municipal department, office, board, court or institution.

8. The term "position" when used by itself refers to any office, position or employment in the city service.

The Unclassified Service.

Section 1. The unclassified service includes the following positions:

a. Officials elected by the people—

Mayor.
Thirty-seven Aldermen.
City Attorney.
Comptroller.
City Treasurer.
Judge of Municipal Court.
Judge of District Court.
Clerk of Courts.

b. Officials elected by the Common Council—

City Clerk.

c. Inspectors and Clerks of Election.

d. Superintendents and Teachers of Schools.

e. Board of School Directors.

f. Heads of Principal Departments—

Chief Examiner—Board of Examiners of Stationary Engineers.
Commissioner of Health.
Commissioner of Public Works.
Director of Municipal Research.
Inspector of Buildings.
Sealer of Weights and Measures.
Smoke Inspector.
Tax Commissioner.
Water Registrar.

g. Members of Law Department.

First Assistant City Attorney.
Four Assistant City Attorneys.

h. Members of Fire Department.

i. Members of Police Department.

j. Officers and Clerks entrusted with the handling of money for which their superior officer is required to give bond.

k. Clerk of the Mayor.

l. Officials specifically exempted—

Deputy Commissioner of Public Works.
Secretary of Sewerage Commission.

Sec. 2. Appointments to positions in the unclassified service may be made without examination.

Sec. 3. All positions not specifically mentioned or described in these rules or in the civil service law as in the

unclassified service, shall be deemed to be in the classified service.

Sec. 4. Where positions are specifically named not more than one appointment shall be made to or under the title of any office or position in the unclassified service, unless a different number is specifically mentioned in the schedule of unclassified positions as given in section 1 of this rule.

RULE III.

Classification.

Section 1. All officers and places of employment in the city of Milwaukee, except those exempted by law from the provisions of the city civil service act, shall be classified into the following classes and grades. Said offices and places of employment shall be placed into classes according to the general line and character of the work involved in the respective duties thereof. Within each class there are established grades, each grade comprising offices and places having duties of substantially similar authority, importance and responsibility.

Sec. 2. The classes and grades within classes in the classified service shall be as given in sections 3 to 11 of this rule.

Sec. 3. **Class A. Medical Service.** Positions, the duties of which require training and ability in the medical profession or some branch thereof.

Grade I. Positions, the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II. Positions, the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory.

Grade III. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others. All positions, the duties of which require a high order of specialized knowledge, but not necessarily supervisory.

Grade IV. Positions, the duties of which are supervisory, involving accountability for the whole or part of a principal branch of a department. Also positions which require a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Sec. 4. **Class B. Engineering Service.** Positions, the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture, or related technical work.

Grade I. Positions, the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II. Positions, the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory.

Grade III. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Grade IV. Positions, the duties of which are administrative, requiring special qualifications and recognized expert knowledge.

Grade V. Positions, the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau.

Sec. 5. **Class C. Clerical Service.** Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I. Positions, the duties of which are of general routine.

Grade II. Positions, the duties of which require skill and accuracy and some experience, involving routine work.

Grade III. Positions, the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory.

Grade IV. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others.

Grade V. Positions, the duties of which are administrative, requiring special qualifications and involving responsibility for clerical work of an entire department, under the direction of the head thereof, or for the work of a division or minor bureau of such department, also positions, the duties of which are supervisory, requiring recognized expert knowledge and experience and ability.

Sec. 6. **Class D. Operating Engineering Service.** Positions, the duties of which require training and ability in the operation or maintenance of equipment for the production of heat, light or power, or in work relating thereto.

Grade I. Positions, the duties of which require some knowledge of operating engineering but do not involve full responsibility for any part of a plant or station.

Grade II. Positions, the duties of which require training and ability in operating engineering and involve fixed responsibility.

Grade III. Positions, the duties of which require recognized ability in operating engineering and involve responsibility for an entire plant or station.

Grade IV. Positions, the duties of which involve supervision over a number of stations and plants, but not exclusive responsibility for their operation.

Grade V. Positions, the duties of which are executive and administrative and involve full responsibility for a number of plants and stations.

Sec. 7. **Class E. Inspection Service.** Positions, the duties of which relate to inspection (whether of work, materials or conditions), which do not require knowledge of any of the specialties included in other classes.

Grade I. Positions, the duties of which involve the observation of conditions, and require skill and experience, but no specialized knowledge. Also positions of assistants or helpers to inspectors in Grades II and III.

Grade II. Positions, the duties of which involve the exercise of independent judgment in passing on the quality of materials, workmanship or special conditions, and require skill, experience and specialized knowledge.

Grade III. Positions, the duties of which involve the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and require a technical knowledge of the principles of design and construction underlying the same, as well as training, skill and experience.

Grade IV. Positions, the duties of which are supervisory, involving complete charge of an entire line of inspection work.

Sec. 8. **Class F. Supervising Service.** Positions, the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employees, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes.

Grade I. Positions, the duties of which include the care of public property or of public charges involving a fixed responsibility, but not necessarily the exercise of independent judgment.

Grade II. Positions, the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property, or public charges, and requiring the exercise of independent judgment, also positions of principal assistant to persons in Grade III positions.

Grade III. Positions, the duties of which involve accountability for public employees in a specialized division of work or in a given territorial district, or for the care and custody of public property.

Grade IV. Positions, the duties of which are administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau.

Sec. 9. **Class G. Library Service.** Positions connected with the administration of public libraries, and requiring training and ability in library methods.

Sec. 10. **Class H. Skilled Labor Service.** Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes.

The compensation for the performance of the duties of positions in any grade of the skilled labor service shall be uniform for similar character and responsibility of work.

Grade I. Positions, the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment.

Grade II. Positions, the duties of which require the exercise of independent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant.

Grade III. Positions, the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers, or for the work of an entire division. Also positions, the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory.

Sec. 11. **Class I. Labor Service.** Positions of persons rendering labor service, specialized or general, where a choice of competition is impracticable. Grades or ranks shall not be provided or recognized in this service.

The compensation for the performance of duties of positions in either branch of the labor service shall be uniform for similar character and responsibility of work.

Branch a: Positions in which the service is general and common.

Branch b: Positions in which the service is specialized.

Sec. 12. The Commission shall, from time to time, by an order recorded in its minutes, specify the class and grades in which the various offices and places of employment shall be classified. The grade of an officer or employee shall not be changed except by examination under these rules. Whenever the duties of a position classified as provided in the foregoing sections of this rule are changed so that they differ substantially from the duties prescribed when such office or place was originally classified and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such position and to create a new position, and the Commission shall classify such position in

accordance with section 15 of this rule, and fill the same by examination and certification from an existing eligible list. A change in compensation applying to all positions of the same grade shall not affect the status of employees in such grading.

Sec. 13. Where minimum and maximum limits of compensation for each position in a single division and grade of service are prescribed, such compensation limits shall be provided and specified by groups and schedules. Where grades are divided into salary groups, appointment to a position in such grades for either original or promotion registers to any one department shall in every case be made at the lowest compensation. Advancement shall be from group to group within a grade, and shall be made on the basis of efficiency and seniority in the position in such department, provided the duties of such position be not changed, and provided further, that service by actual employment in the group from which advancement is made shall cover at least the period specified in the schedules established under this rule.

Sec. 14. Titles in the classified service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all positions requiring the same kind of service, regardless of location of employment. Titles so prescribed shall not be changed except by order of the Commission upon a statement in writing from the department head setting forth the reasons why such changes should be made. Such titles shall be used to designate the position in all the reports to and records of the Commission, and on all pay rolls or accounts submitted to the Commission for certification.

Section 15. Whenever any new position is created, report of such action shall be made immediately to the Commission by the department head, setting forth a statement of the general duties and other matters affecting the character and grade of such position. Upon receipt of such report the Commission shall promptly investigate and determine whether such position is, in fact, new and has been created properly. No position shall be considered new unless the duties thereof are found by the Commission to be substantially different from those of every other existing position in the classified service. When the Commission finds the position to be, in fact, new and properly created, it shall, by a motion to amend the regulations, specify the class and grade in which such position shall be placed.

Sec. 16. No officer or employee holding any office or position in the city service on January 1, 1914, the name or title of which has been changed by the classification of positions made in accordance with sections 3 to 11, inclusive, of this rule, shall by reason of such change in name or title be required to take an examination for such office or position, but he shall continue to perform the duties of such office or position the same as though the title thereof had not been changed.

Applications.

Section 1. No person shall be admitted to examination for any position in the classified service who is not a citizen of the United States and who has not been a resident of the city of Milwaukee for thirty days; provided, however, that in examinations for positions requiring technical, professional or scientific knowledge and experience or manual skill of a high order, the Commission may waive this rule by an order recorded in its minutes; and, provided further, that this section shall not apply to officers who are not in the special expert class. Applicants for the position of tax assessor shall be residents of the ward for which they are to be appointed.

Sec. 2. Male applicants must not be less than twenty-one years of age and female applicants not less than eighteen years of age. The Commission may, however, permit persons of sixteen years of age or over to apply for employment in the lower grade clerical positions, such as office attendant, messenger or page, or other positions, which the Commission may from time to time include by order entered in its minutes and by stating the age limits prescribed in the notice of examination for such positions.

Sec. 3. Every application must be in writing in the form prescribed, signed by the applicant, and made under oath or affirmation before an officer authorized by law to administer oaths. All applicants must furnish with their applications satisfactory proofs that they are persons of good moral character, of correct and orderly deportment and of temperate and industrious habits. Applications for positions in Class I, Labor Service, may be filled out by a person other than the applicant and signed with the mark of the applicant duly witnessed.

Sec. 4. In case of applicants for positions in the special expert class, or for positions the duties of which require special qualifications, the Commission may demand evidence of a sufficient degree of education, training or experience, and may demand such certificates of competency or licenses as the laws and ordinances may require for the practice of the profession, art or trade involved.

Sec. 5. The Commission shall by regulation fix the limits of time within which applications for a given examination shall be presented, but such period shall in no case be less than two weeks, and there shall be not less than five days between the last day for the presentation of applications and the date of examination. A person may at any time leave on file with the Commission his name and postoffice address and the name of the position for which he wishes to take an examination. Not later than two weeks before the date of examination the Commission shall send notice to all persons who have filed with the Commission their names and postoffice addresses for the particular position for which examination is to be held. Applications for positions in Class I, Labor Service, may be received at any time.

Sec. 6. The Commission shall suspend any application presented within the prescribed limits but found to be defective, and shall notify the applicant of the particulars in which it requires correction. The Commission shall accept such application if it is corrected and returned five days before the date of examination, but not otherwise.

Sec. 7. Any false statement knowingly made by any applicant in his application for admission to any examination, or made at his request or with his knowledge, in any certificate which may accompany his application or any other fraudulent conduct, shall be regarded as good cause for excluding him from such examination or for removing his name from any register or eligible list.

Sec. 8. Proof at any time produced to the Commission of the physical disability or incapacity, or of the bad character, dissolute habits, immoral conduct or of dismissal for good cause from the public service, of any applicant or eligible shall be deemed sufficient cause to exclude him from examination or for removal from an eligible register.

RULE V.

Competitive Examinations.

Section 1. Appointment shall be made to or employment shall be given in positions in the competitive class and the special expert class that are not filled through promotion, transfer, reduction or re-instatement by selection in the manner hereinafter provided from among those persons graded highest on the most nearly appropriate eligible list resulting from open competitive examination, except as provided by Rule IX.

Sec. 2. The Commission shall hold examination for appointment to positions in the competitive class and the special expert class, and shall fix the dates therefor and the conditions thereof, whenever necessary to meet or to anticipate the needs of the city service.

Sec. 3. The examinations shall be practical in character and shall relate to such matters as will test fairly and adequately the relative fitness and capacity of the persons to be examined for the discharge of the duties of the service or of the positions into which they seek to enter.

Sec. 4. The appointing officer shall in all cases be consulted as to qualifications and requirements, examination standards, and procedure for filling positions in the special expert class.

Sec. 5. In filling positions in the special expert class the Commission shall select a board of one or more experts to conduct the examination when requested in writing to do so by an appointing officer. The Commission may, in its discretion, follow the same procedure in the conduct of examinations for positions in the competitive class.

Sec. 6. Notice of the time, place and general scope of every examination shall be given by the board by publication at least four times on alternate days, beginning at least fifteen days before date of such examination, in one or more daily newspapers of general circulation published in the city of Milwaukee, and notice shall also be posted by said Commission in a conspicuous place in its office at least fifteen days before such examination. Where the position to be filled is professional or technical, such notice may be published once or oftener in one or more technical journals devoted to such profession or trade.

Sec. 7. Every examination, except for the position of civil service examiner, shall be under the responsible direction of the chief examiner, who shall consult when necessary with appointing officers concerning the qualifications required for particular positions; but such examinations shall be free from the influence or participation in any manner of the appointing officer.

Sec. 8. Each examination shall embrace certain subjects, to which weights shall be assigned, the weight given to each subject to represent its value in ascertaining the fitness of applicants. Each subject of examination shall be rated independently by the examiners. The examiners rating on the scale of 100 on each subject shall be multiplied by the weight assigned to such subject. The resulting products shall be added and the total product divided by the total weights of all subjects in the examination. The resulting quotient is the general average which shall be used in determining the order in which the name of the candidate shall appear upon the eligible register.

Sec. 9. The Commission shall by regulation determine the subjects and relative weights given to each.

Sec. 10. On the date of examination the identification sheets of the candidates shall be sealed and the identity of each shall remain hidden until the papers are graded.

Sec. 11. Whenever in the judgment of the Commission physical qualifications are requisite, the candidate shall be required to pass a physical examination and be certified as qualified in such respect either before admission to examination or before recording on the proper eligible list or before certification for appointment, as the Commission may announce.

Sec. 12. The Commission may further direct oral examinations or special practical tests of fitness. Whenever oral questioning is prescribed as part of any scheme of examination, so far as practicable, a stenographic record of such oral questions and of the answers thereto shall be filed with the papers of the candidates.

Sec. 13. No person shall be admitted to an examination whose application therefor has not been presented and accepted under the conditions of Rule IV.

RULE VI.

Marking and Rating.

Section 1. Whenever possible examination papers shall be rated by one or more than one person besides the Secretary and Chief Examiner. Each subject shall be marked upon a scale of 100 which shall represent the maximum possible attainment.

Sec. 2. No person shall be placed upon an eligible list whose general average standing is less than seventy per cent of complete proficiency, or who has received less than seventy per cent in the special subject designed to test the applicant's qualifications for the position he is examined for.

Sec. 3. The Secretary and Chief Examiner, as early as practicable after the completion of an examination, shall notify each candidate therein of the rating he has received, and if such rating be above the required minimum, of his comparative standing. He shall likewise notify any candidate who, though admitted to the examination, has been rejected for reasons other than failure to receive the required minimum, stating such reasons specifically. Any candidate receiving any such notice may personally inspect his examination papers at any time during the office hours of the Commission, and in the presence of such officer or employee as the Commission may from time to time designate.

Sec. 4. No examination or papers connected therewith shall be subject to review after the posting of an eligible eligible list resulting therefrom, except that the Commission may correct clerical errors of examiners at any time before the cancellation of such list; provided, however, that no persons theretofore certified from such list shall be displaced by reason of such correction, unless his actual standing is shown to be below the requirement established in Section 2 of this rule.

Sec. 5. No examination paper resulting from any examination shall be reviewed at any time unless all the examination papers resulting from that examination are reviewed.

RULE VII.

Eligible Lists.

Section 1. The names of those applicants who have attained a standing of seventy per cent and over and who have not received less than seventy per cent in their special subject shall be placed in the order of their relative standing on the proper list of eligibles.

Sec. 2. When an applicant having qualified in accordance with Section 2 of Rule VI for the position sought, in the judgment of the Commission, merits special recognition for extraordinary services rendered to the city, the state of Wisconsin or the United States, the Commission may advance his ex-

amination rating not to exceed five points. The reasons of such action shall be recorded in the proceedings.

Sec. 3. The Commission may consolidate two or more eligible lists of the same kind by rearranging all the eligibles named therein according to their standing.

Sec. 4. The Commission shall, upon the request of the appointing officer, cancel any eligible list for a position in the special expert class as soon as an appointment has been made therefrom, provided, it has been specifically stated in the published announcement of such an examination that the resulting eligible list should so expire.

Sec. 5. Eligible lists shall continue in force for one year from the date of their declaration, but the Commission may continue any eligible list in force for a second year, or for a shorter or a longer period.

Sec. 6. When an applicant has been appointed to a position in the classified service, such appointment shall be entered upon the eligible list from which he was certified.

Sec. 7. An applicant registered in any eligible list whose appointment is rejected by the appointing officer for reasons reported to the Commission may be retained on such list unless he or she is thus rejected three times. Such repeated rejection shall be sufficient cause for removing the name of such person from the eligible list, except at the written request of the appointing officer to whom certification is made. Certification for temporary appointment shall not count as one of such certifications.

Sec. 8. Failure of an appointing officer to appoint a person whose name is certified to him shall not count as a rejection unless that name ranked higher on the eligible list than the name of the person actually appointed, and unless the reason for not appointing in numerical order is sustained by the Commission.

RULE VIII.

Requisitions, Certifications and Appointments.

Section 1. Selections for appointment to all positions in the competitive class and the special expert class not filled by promotion, reduction, transfer or reinstatement shall, except as provided in Rule IX, be made in the following manner:

The appointing officer shall notify the Commission of the title of the position, duties to be performed and the compensation to be paid. The Commission shall thereupon certify to such appointing officer from the list most nearly appropriate to such position the three names at the head thereof, provided that no such names shall be certified more than three times to the same appointing officer for the same or a similar position, unless at such officer's request. The appointing officer shall make selection with reference solely to merit and fitness from the three names certified, unless objection is made and sustained by the Commission to one or more of the persons named, in which case the Commission shall certify in addition the name next following upon the eligible list. If there be more than one vacancy to be filled, the number of names to be

certified shall be arrived at by multiplying the number of vacancies by five-thirds and counting each additional third as one and adding it.

Sec. 2. The failure of an eligible person to respond within four days to an offer of appointment sent to his postoffice address as last shown on the records of the Commission shall be considered declination.

On notice from an appointing officer that a person named in a certification has declined appointment and on receipt from such officer of such declination in writing or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

RULE IX.

Temporary and Provisional Appointments.

Section 1. When services are to be rendered of a temporary character and for a limited period, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation, the authority for employing such temporary service, and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after the notice of the conditions, are willing to accept certification therefor. In case of acceptance of appointment for temporary services, the eligible so appointed shall retain all rights to certification for permanent appointment as though no temporary appointment had been given.

Sec. 2. Upon the expiration of any eligible list, the names of those persons who, at the time such list expires, are rendering temporary service shall be transferred from the expiring list and placed in the order of original rating on the list most nearly corresponding to the list from which transfer is made.

Sec. 3. Any person who is certified to a temporary position in the same manner as certifications are made to permanent positions, in accordance with Section 1 of Rule VIII, and is performing the duties of that position when it is made a permanent position shall be eligible to appointment to that permanent position.

Sec. 4. Any employee who has been certified in accordance with Section 1 of this rule, and whose services have been terminated, shall give immediate notice to the Commission of the termination of his employment, and it shall be the duty of the department head or employing body to make a like report to the Commission as provided in Rule XV.

Sec. 5. Where there is a vacancy of an emergency character in a position in the competitive class and it is not practicable to secure a person by certification from an eligible list in time to meet such emergency, an appointment may be made without certification or examination, subject to the subsequent approval of the Commission, for a period not exceeding thirty days, or until an appropriate eligible list is established.

Suspension, Leave of Absence and Reinstatement.

Section 1. Whenever any permanent position in the competitive class is abolished or made unnecessary, or whenever the number of positions of a certain character is reduced, the person or persons legally holding such positions shall be deemed to be suspended without pay and the names of such persons shall, on due notice from the appointing officer, be placed by the Commission on a reinstatement list, in the order of seniority of appointment, under such title and corresponding to such competitive eligible list as in the judgment of the Commission most nearly cover the class of duties performed by such persons in the positions from which suspension is made. The person so certified who declines to accept, except for one of the reasons and under the conditions stated in Section 2 of Rule VIII, shall be permanently separated from the service. A reinstatement list shall have preference over the original eligible list.

Sec. 2. Any employee who is suspended from the service under the conditions cited in the preceding section shall immediately give notice to the Commission of such suspension and state the reasons therefor, and a like report shall be made to the Commission by the department head or employing body, as provided in Rule XV.

Sec. 3. The names of suspended employees shall be stricken from the reinstatement list at the expiration of one year from the date of suspension, unless such employees shall in writing before the expiration of said year notify the Commission that they wish to remain on such list. Failure to so notify the Commission shall be construed as a resignation.

Sec. 4. Leave of absence from duty shall in no case be granted to an officer or employee who has been in the service of the city for less than three months immediately preceding his time of leave, except in case of absence on account of sickness, disability or urgent necessity in which case application for leave shall be accompanied by such proof of same as the Commission may require, and said leave shall be granted only upon the approval of the Commission.

The head of a department may grant leave of absence from regular duty for a period not exceeding three months to an officer or employee who has been in the service of the city for more than three months, upon written application made to him by said subordinate officer or employee within his department, only with the approval of the Commission. In no case shall a leave of absence be granted for a period to exceed one year, except that where an employee in the classified service is granted leave of absence for the purpose of accepting appointment in the unclassified service, such leave may be extended from year to year so long as such appointment in the unclassified service remains in force.

Sec. 5. Absence from duty without leave, or failure to report after a leave has expired or has been disapproved or re-

voked and cancelled by the Commission, shall be cause for discharge; provided, however, that if the officer or employee so discharged shows to the satisfaction of the Commission that such absence or failure to report was excusable, the Commission may then order his reinstatement.

Sec. 6. Upon the expiration of a leave of absence, an officer or employe shall be reinstated in his position; provided, however, that if such absence with leave exceeds thirty days, or, in the case of injury in the service, sickness or other disability, ninety days, and the position in the meantime has been filled by certification, the name of such officer or employe shall be placed by the Commission on a reinstatement list and certified therefrom in accordance with Section 1 of this rule.

RULE XI.

Transfer.

Section 1. Transfers may be made as follows:

(a) For a period not exceeding thirty days, from one position to a similar position of the same class, grade and character of work, and having the same pay, within a department, without notice to the Commission.

(b) From a position in one department to a similar position of the same class, in another department, provided the heads of the two departments concerned make request therefor.

(c) Where an employe becomes physically incapacitated for the performance of his duties, the head of the department may, at the request of such employe transfer him to a position in a lower grade which he has the ability to fill.

Sec. 2. All transfers except as provided in paragraph (a) of Section 1, shall be subject to approval by the Commission.

Sec. 3. Transfer shall not be allowed where the examination upon which the appointment of an employe was based was not of a character and standard to test the fitness of such employe for the position to which it is proposed to make the transfer.

RULE XII.

Efficiency.

Section 1. The Commission shall take all necessary measures to ascertain the efficiency of persons employed in the city service.

Sec. 2. The Commission shall from time to time prescribe in its regulations subjects or factors for ascertaining individual efficiency. Such subjects or factors shall be uniform for all positions having similar duties and responsibilities.

Promotion.

Section 1. Whenever a vacancy in the classified service exists, unless such vacancy is filled by reinstatement or transfer, it shall be filled by promotion from the next lower rank or grade, when such rank or grade contains two or more eligible persons desirous of taking examination. Promotion shall be accomplished by means of a competitive examination. Should not more than one eligible candidate register, or should all candidates fail to pass, an original examination shall be held.

Sec. 2. No person shall be eligible for promotion from a position in any grade unless the position in which he is employed at the time of examination is in the same line and character of work as the position to be filled, and unless such person has served in such grade by actual employment for at least six months, unless otherwise prescribed by these rules, and is at the time of examination actually employed in such grade, or is on leave of absence, or is eligible for reinstatement.

Sec. 3. Notice of promotion examination shall be published and shall be posted in the office of the Commission, as well as in the department or bureau in which the promotion may be made, for two weeks prior to such examination. Such notice shall give date and character of the examination, and shall indicate the grade or rank of those eligible thereto. Applicants for promotion examination shall register in the office of the Commission at least three whole days before the date fixed for the examination.

Sec. 4. The weight given to seniority in a promotion examination shall in no case exceed one-tenth of the total weights of all subjects. Credit shall be given only for actual service in the grade or rank from which promotion is sought, whether such service has been continuous or not, except that whenever an employee takes a promotion examination for the purpose of obtaining legal standing under new grading schedules and is certified from the list resulting from such examination, his seniority shall be figured from the date of original certification to the position which he filled previous to taking the regrading promotion examination. The marking to be entered for seniority shall be obtained by adding to a marking of 75, as follows:

Each full year of the first 3 years of service	3
Each full year of the next 6 years of service	1½
Each additional year of service (maximum 14 years)	½

Sec. 5. The weight given to efficiency in any promotion examination shall in no case exceed two-tenths of the total weights. The marking to be entered for efficiency shall be obtained by averaging all monthly general efficiency ratings for the six months immediately preceding the examination.

Where no efficiency records exist covering the period the Commission shall investigate and enter such marking as it shall deem proper. The Commission may revise upward or downward the average efficiency markings of all employees in any department participating in such promotion examination, but such revision shall be on a pro rata basis, except that no employee thereby shall be given a final efficiency average of more than 85 or less than 70.

Sec. 6. Under the subject termed "duties" in any promotion examination, the candidate shall be examined in such matters as will fairly test his knowledge of the actual duties, responsibilities and requirements of the position to be filled, and his fitness and qualifications to discharge such duties and meet such requirements. Where a physical test is not included in the schedules for promotion examinations, such test may be added as a subject, and the weight thereof shall be fixed by the Commission prior to the promotion examination. In examinations for positions in Class K, Skilled Labor Service, candidates may be examined as to their knowledge of a trade, craft or useful art, by practical test. The weight of such practical test shall be fixed by the Commission prior to the examination, provided that such weight shall be deducted from the weights given to the subject termed "duties" in such examination.

Sec. 7. Eligible lists resulting from promotion examinations shall remain in force and effect for one year from the date of the posting unless the Commission, by order in its minutes entered prior to its expiration, extend the life of such list, but no such extension shall be held to continue any such promotion list in existence beyond two years of the posting of the same.

Sec. 8. Eligible lists resulting from examinations held under the foregoing section shall in all respects have the same standing and be subject to the same restrictions as other original eligible lists.

RULE XIV.

Advancement on Efficiency and Seniority.

Section 1. Where the limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits shall be provided and specified by groups. Appointment to an office or place in such grade, from either original or promotion registers, to any one department, shall in every case be made to the lowest compensation or salary group, except as hereinafter provided in this section. Advancement shall be made from group to group within a grade, and shall be made on the basis of efficiency and seniority in the position within departments, as shown by the records thereof kept in the office of the Civil Service Commission, and in accordance with the schedules established under Rule III.

Where the condition of employment in a given office or place of employment is of such a character as to make advancement from group to group on the basis of efficiency and

seniority impracticable, and the Commission so rules by an order in its minutes, the compensation for the performance of the duties of such office or place of employment shall be at such uniform salary rate as shall be fixed after investigation, which rate shall be set forth in the minutes of the Commission.

Sec. 2. No person shall be eligible for advancement from a lower group to a higher group within a grade unless he has served in such lower group by actual employment for at least the period specified in the schedules provided in accordance with the classes and grades set forth in Rule III. Advancement of officers or employees from group to group within a grade shall be based upon efficiency and seniority. Unless otherwise prescribed by these rules, the total weight assigned to efficiency and seniority in advancement shall not exceed three; the weight given to seniority in advancement shall be one-third of the total weight, and the weight given to efficiency in advancement shall be two-thirds of the total weight. The method of ascertaining markings for efficiency and seniority for advancement shall be the same as provided for obtaining markings of efficiency and seniority in promotion.

RULE XV.

Reports.

Section 1. The appointing officer or head of a department shall immediately report to the Commission:

(a) Appointments, whether emergency, temporary, probationary, permanent or promotional.

(b) Refusal or neglect to accept appointment by a person who has been certified.

(c) Changes in the compensation of ranks or grades, or of officers or employees serving under him.

(d) Suspension or reinstatement made by him of any officer or employee.

(e) Transfers in his department as provided in Rule XI.

(f) Every vacancy, resignation or separation from the service under him, and its cause.

(g) The creation or abolition of any office or place of employment in his department.

(h) Changes in department organization, with details for charting.

(i) Efficiency markings of employees in his department, as provided in Rule XII.

(j) Employing officers shall report, monthly, lay-offs and reinstatements in positions in Class I, Labor Service.

Sec. 2. All reports from departments to the Commission must be signed by the department head.

RULE XVI.

Common Labor Service.

Section 1. The Commission shall maintain lists of persons eligible to employment in the Common Labor Service, and where the duties of the positions require, may establish separ-

ate eligible lists for departments or bureaus or divisions therein, or for wards.

Sec. 2. Applications shall conform to the requirements of Rule IV. The names of the candidates who pass examinations for positions in the Common Labor Service, unless otherwise disqualified, shall be placed on eligible registers, according to priority of application.

Sec. 3. Examination of candidates for positions in division (b) of the Common Labor Class may be competitive where the Commission, after investigation of the duties of such positions, finds that such competitive examination is practicable and enters in its minutes an order to that effect in advance of such competitive examination. In such cases appropriate eligible registers shall be kept as in other cases where competitive examinations are held. Certifications and appointments from such lists shall be made in the manner provided in Rule VIII. The Commission may give physical examinations to applicants for positions in the Labor Service.

Sec. 4. In case of an emergency where it is not practicable to secure laborers from an eligible list with sufficient promptness, or where a list is temporarily exhausted, the appointing officer may hire and employ for a period not exceeding thirty days as many persons as may be required, but he shall in such case report his action, with full particulars thereof, to the Commission, and such action shall be subject to the Commission's subsequent approval. In no case shall such emergency appointments exceed a period of two months.

Sec. 5. In case it is impossible to secure a sufficient number of applicants who are citizens of the United States, the Commission may, by an order recorded in the minutes, waive the citizenship requirement and establish separate lists for non-citizens from which certification shall be made only after the regular eligible lists have been exhausted. Whenever a reduction of force is necessary, persons certified from the lists for non-citizens shall in all cases be laid off first, and shall not be placed upon a reinstatement list.

Sec. 6. It shall be the duty of an appointing officer to submit in such manner as the Commission may prescribe a report of appointments in the Common Labor Class, and upon the termination of an employment he shall in each case certify to the Commission the reasons therefore. Where such termination is due to a reduction of force, the name of the person affected shall be placed upon a permanent reinstatement list in the manner prescribed by Section 1 of Rule X. Whenever there are a large number of names on the eligible lists and a surplus of labor exists, the laborers qualified under these rules for positions in the city service shall, so far as practicable, be employed in relays. A person employed in a labor position under these rules who, after three months' service in such position, left it voluntarily and without fault or delinquency on his part, may be reemployed in the same position within one year of the date of his separation without further examination or registration, if there be no persons eligible for reinstatement upon a permanent reinstatement list for such position.

Sec. 7. No person employed in a labor position whose

employment is terminated for the reason of failure to work, incompetence, or physical or moral unfitness, shall be eligible for re-registration for a period of six months from the date of such termination, and then only upon furnishing to the Commission a satisfactory explanation of his failure to work, or satisfactory evidence that such other disqualification no longer exists.

Sec. 8. A person who has served in a department or institution for one year in a position in division (a) or division (b) of the Common Labor Class may be transferred to any other position in division (a) of the Common Labor Class for which he may be shown to possess such qualifications in respect either to previous experience or to physical fitness as may be required in the case of original appointment to such other position, on the issuance by the Commission of a certificate to such effect for service in such department or institution. Transfers from any position in division (b) of the Common Labor Class shall be made only in the same manner and under the same conditions as transfers in the competitive class as provided by Rule XI.

RULE XVII.

Amendments.

Section 1. Any amendment to the rules shall be proposed at a regular meeting and final action thereon shall not be taken before the next regular meeting.

Sec. 2. Whenever a change of the rules is proposed, the Commission shall give public notice of the proposed change, stating the date when a meeting to consider the change is to be held. Such meeting shall be open to the public.

RULE XVIII.

Adoption of Regulations.

Section 1. The Commission shall from time to time adopt regulations to carry into effect the provisions of these rules.

Sec. 2. Final action on any proposed amendment to the regulations shall be postponed not less than two weeks. Notice of any proposed change in the regulations shall be posted in a conspicuous place in the office of the Commission.

CITY SERVICE REGULATIONS.

(Subject to change by action of the Board of City Service Commissioners.)

REGULATION I.

Classification.

The following are the classes and grades within classes of the classified service established in accordance with Rule 3 of the City Service Rules.

Class A. Medical Service. Positions, the duties of which require training and ability in the medical profession or some branch thereof.

Grade I. Positions, the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. Includes the following positions:

Hospital Helper.
Laboratory Assistant.
Orderly.
Resident Interne.

Grade II. Positions, the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory. Includes the following positions:

Field Nurse.
Hospital Nurse.
Supervising Night Nurse.
Surgical Nurse.

Grade III. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others. All positions, the duties of which require a high order of specialized knowledge, but not necessarily supervisory. Includes the following positions:

Assistant Bacteriologist.
Assistant Medical Inspector.
Assistant Supervising Hospital Nurse.
Hospital Physician.
Senior Chemist.
Special Vaccinator.
Superintendent of Emergency Hospital.
Supervising Field Nurse.
Supervising Hospital Nurse.

Grade IV. Positions, the duties of which are supervisory, involving accountability for the whole or part of a principal branch of a department. Also positions which require a high order of specialized knowledge

and professional ability, but not necessarily supervisory. Includes the following positions:

Assistant Health Commissioner.
Bacteriologist.
Chemist.
Chief Medical Inspector.
Child Welfare Chief.
Division Chief of Tuberculosis.
Resident Hospital Superintendent.

Class B. Engineering Service. Positions, the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture or related technical work.

Grade I. Positions, the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. Includes the following positions:

Assistant Estimate Clerk.
Draftsman.
Electrician.
Instrument Man.
Rodman.

Grade II. Positions, the duties of which require training, experience and ability, involving fixed responsibilrequires a technical knowledge of the principles of deity; may or may not be supervisory. Includes the following positions:

Architectural Draftsman.
Assistant Paving Chemist.
Chief Electrician.
Chief Estimate Clerk.
Junior Engineer.
Structural Draftsman.

Grade III. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory. Includes the following positions:

Assistant Architectural Designer.
Assistant Structural Designer.
Construction Engineer.
Electrical Engineer.
Examiner of Plans.
Paving Chemist.

Grade IV. Positions, the duties of which are administrative, requiring special qualifications and recognized expert knowledge. Includes the following positions:

Architectural Designer.
Senior Engineer.
Structural Designer.

Grade V. Positions, the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau. Includes the following positions:

Chief Engineer.
City Engineer.
Engineering Draftsman.

Class C. Clerical Service. Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I. Positions, the duties of which are of general routine. Includes the following positions:

Messenger.
Office Attendant.
Page.
Typist.

Grade II. Positions, the duties of which require skill and accuracy and some experience, involving routine work. Includes the following positions:

Junior Bookkeeper.
Junior Clerk.
Junior Clerk Stenographer.
Stenotyper.

Grade III. Positions, the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory. Includes the following positions:

Complaint Clerk.
Law Clerk Stenographer.
Senior Bookkeeper.
Senior Clerk.
Senior Clerk Stenographer.
Special Tax Appraiser.
Tax Assessor.

Grade IV. Positions, the duties of which are supervisory, involving independent judgment and accountability for the work of others. Includes the following positions:

Chief Assessment Clerk.
Junior Accountant.
Junior Investigator.
Record Searcher.

Grade V. Positions, the duties of which are administrative, requiring special qualifications and involving responsibility for clerical work of an entire department, under the direction of the head thereof, or for the work of a division or minor bureau of such department, also positions, the duties of which are supervisory, requir-

ing recognized expert knowledge and experience and ability. Includes the following positions:

Chief Clerk.
Deputy Registrar of Vital Statistics.
Senior Accountant.
Senior Investigator.

Class D. Operating Engineering Service. Positions, the duties of which require training and ability in the operation or maintenance of equipment for the production of heat, light or power, or in work relating thereto.

Grade I. Positions, the duties of which require some knowledge of operating engineering, but do not involve full responsibility for any part of a plant or station. Includes the following positions:

Asphalt Plant Engineer.
Gasoline Roller Engineer.
Oiler.
Steam Roller Engineer.
Substitute Engineer.

Grade II. Positions, the duties of which require training and ability in operating engineering and involve fixed responsibility. Includes the following positions:

Operating Engineer. .

Grade III. Positions, the duties of which require recognized ability in operating engineering and involve responsibility for an entire plant or station. Includes the following positions:

Engineer in Charge.

Grade IV. Positions, the duties of which involve supervision over a number of stations and plants, not exclusive responsibility for their operation. Includes the following positions:

Assistant Chief Engineer.

Grade V. Positions, the duties of which are executive and administrative and involve full responsibility for a number of plants and stations. Includes the following positions:

Chief Engineer of Power Plants.

Class E. Inspection Service. Positions, the duties of which relate to inspection (whether of work, materials or conditions), which do not require knowledge of any of the specialties included in other classes.

Grade I. Positions, the duties of which involve the observation of conditions, and require skill and experience, but no specialized knowledge. Also positions of assistants or helpers to inspectors in Grades II and III. Includes the following positions:

Hydrant Inspector.
Inspector of Dredging.
Inspector of Weights and Measures.

Meter Reader.
Milk Inspector.
Sanitary Inspector.
Sewer Inspector.
Sidewalk Inspector.
Smoke Inspector.
Street Inspector.
Tunnel Inspector.
Water Pipe Inspector.

Grade II. Positions, the duties of which involve the exercise of independent judgment in passing on the quality of materials, workmanship or special conditions, and require skill, experience and specialized knowledge. Includes the following positions:

Assistant Chief Sanitary Inspector.
Building Inspector.
Bridge Construction Inspector.
Chief Meter Reader.
Chief Tunnel Inspector.
Elevator Inspector.
Factory Inspector.
Food Inspector.
Junior Water Waste Inspector.
Meter Inspector.
Plumbing Inspector.

Grade III. Positions, the duties of which involve the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and sign and construction underlying the same, as well as training, skill and experience. Includes the following positions:

Assistant Chief Food Inspector.
Assistant Inspector of Buildings.
Chief Milk Inspector.
Chief Sanitary Inspector.
Deputy Sealer of Weights and Measures.
Examiner of Stationary Engineers.
Senior Water Waste Inspector.

Grade IV. Positions, the duties of which are supervisory, involving complete charge of an entire line of inspection work. Includes the following positions:

Chief Food Inspector.
Sealer of Weights and Measures.

Class F. Supervising Service. Positions, the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employees, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes.

Grade I. Positions, the duties of which include the care of public property, or of public charges, involving a fixed responsibility, but not necessarily the exercise of

independent judgment. Includes the following positions:

Assistant Keeper of Pipe Yard.
Assistant Storekeeper.
Keeper of Reservoir.
Market Master.
Museum Attendant.
Natatorium Assistant.
Natatorium Matron.
Storekeeper-Yardman.

Grade II. Positions, the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property, or public charges, and requiring the exercise of independent judgment, also positions of principal assistant to persons in Grade III positions. Includes the following positions:

Assistant Curator of Anthropology.
Assistant Curator of Invertebrate Zoology.
Assistant Curator of Vertebrate Zoology.
Assistant Superintendent of Distribution.
Assistant Superintendent of Plumbing.
Assistant Superintendent of Sewers.
Assistant Truancy Officer.
Bath House Superintendent.
Custodian of City Hall.
Deputy Water Registrar.
Director of the Zoo.
Harbor Master.
Keeper of Pipe Yard.
Museum Librarian.
Museum Recorder.
Natatorium Superintendent.
Park Policeman.
Secretary to Commissioner of Health.
Storekeeper.
Superintendent of Garbage Collection.
Superintendent of Incinerator.
Superintendent of Meters.
Truancy Officer.
Ward Superintendent.

Grade III. Positions, the duties of which involve accountability for public employees in a specialized division of work or in a given territorial district, or for the care and custody of public property. Includes the following positions:

Chief Truancy Officer.
Deputy City Clerk.
Deputy Tax Commissioner.
Field Superintendent of Bridges and Public Buildings.
Field Superintendent of Street Construction and Repairs.
Park Police Sergeant.
Secretary of Park Board.

Secretary of Rivers and Harbors.
Superintendent of Distribution.
Superintendent of Plumbing.
Superintendent of Sewerage.

Grade IV. Positions, the duties of which are administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau. Includes the following positions:

Assistant Director of Municipal Research.
Curator of Anthropology.
Curator of Education.
Curator of Invertebrate Zoology.
Deputy Comptroller.
Deputy Health Commissioner.
Director of Public Museum.
Secretary of Election Commission.
Secretary of Harbor Commission.
Secretary of School Board.
Superintendent of Bridges and Public Buildings.
Superintendent of Parks.
Superintendent of School Buildings.
Superintendent of Street Construction and Repairs.
Superintendent of Street Sanitation.
Superintendent of Water Works.

Class G. Library Service. Positions connected with the administration of public libraries, and requiring training and ability in library methods.

Librarian.
Library Assistant.
Library Page.

Class H. Skilled Labor Service. Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes.

The compensation for the performance of the duties of positions in any grade of the skilled labor service shall be uniform for similar character and responsibility of work.

Grade I. Positions, the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment. Includes the following positions:

Assistant Binder.
Assistant Fireman.
Assistant Janitor.
Assistant Tapper.
Assistant Station Engineer.
Asphalt Plant Fireman.
Asphalt Raker.
Asphalt Tamper.
Boatman.
Caulker.
Chauffeur and Assistant Inspector.

Fireman.
Gardener.
Janitor.
Laundress.
Meter Repair Helper.
Paster.
Sewer.
Shademan.
Signwriter.
Slide Colorist.
Teamster.
Timekeeper.
Tinsmith.
Turn-on-and-off-man.
Watchman.
Window Washer.
Yardman.

Grade II. Positions, the duties of which require the exercise of independent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant. Includes the following positions:

Assistant Taxidermist.
Blacksmith.
Bridge Tender.
Cabinetmaker.
Carpenter.
Chauffeur.
Chief Binder.
Chief Caulker.
Cook.
Elevator Operator.
Finisher.
Iron Worker.
Machinist.
Meter Repairer.
Painter.
Photographer.
Repairer of Heating Apparatus.
Station Engineer.
Steamfitter.
Street Paver.
Tapper.

Grade III. Positions, the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers, or for the work of an entire division. Also positions, the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory. Includes the following positions:

Artist.
Asphalt Street Foreman.
Block Paving Foreman.

Carpenter Foreman.
Chief Elevator Operator.
Chief Taxidermist.
Foreman of Asphalt Plant.
Foreman of Grounds.
Foreman of Incinerator.
Foreman of Macadam Street Repairs.
Foreman of Meter Shop.
Modeler.
Park Foreman.
Sidewalk Finisher.
Sidewalk Foreman.

Class I. Labor Service. Positions of persons rendering labor service, specialized or general, where a choice of competition is impracticable. Grades or ranks shall not be provided or recognized in this service.

The compensation for the performance of duties of positions in either branch of the labor service shall be uniform for similar character and responsibility of work.

Branch a: Positions in which the service is general and common. Includes the following positions:

Laborer.

Branch b: Positions in which the service is specialized. Includes the following positions:

Asphalt Laborer.
Bath House Matron.
Bridge Sweeper.
Charwoman.
Cleaner.
Coal Passer.
Craneman.
Domestic.
Furnaceman.
Gateman.
Gulf Custodian.
Helper.
Incinerator Helper.
Lighter.
Machinist Helper.
Park Custodian.
Park Matron.
Plant Fireman.
Servant.
Taxidermist Laborer.

REGULATION II.

Positions, Subjects and Weights.

Schedules of Subjects and Weights. The subjects and weights in original entrance and promotion examinations for the offices and places shall conform to the following schedules. Where a schedule of subjects and weights is not established and is not shown after an office or place, the board shall fix a new schedule for any examination at least two weeks prior to

the holding of such examination and record of such action shall be made in the minutes of the Commission.

The following schedules apply to original entrance examinations:

Schedule I.
- Special subject ..... weight of 5
- Educational ..... weight of 3
- Experience ..... weight of 2

Shedule II.
- Special subject ..... weight of 4
- Educational ..... weight of 5
- Experience ..... weight of 1

Schedule III.
- Special subject ..... weight of 5
- Educational ..... weight of 2
- Experience ..... weight of 3

Schedule IV.
- Special subject ..... weight of 4
- Educational ..... weight of 1
- Experience ..... weight of 5

Schedule V.
- Special subject ..... weight of 5
- Educational ..... weight of 1
- Experience ..... weight of 4

Schedule VI.
- Special subject ..... weight of 5
- Educational ..... weight of 1
- Experience ..... weight of 3
- Physical ..... weight of 1

Schedule VII.
- Special subject ..... weight of 3
- Educational ..... weight of 1
- Experience ..... weight of 4
- Physical ..... weight of 2

Schedule VIII.
- Special subject ..... weight of 3
- Experience ..... weight of 3
- Physical ..... weight of 4

Schedule IX.
- Experience ..... weight of 4
- Physical ..... weight of 6

Schedule X.
- Special subject ..... weight of 4
- Physical ..... weight of 3
- Educational ..... weight of 2
- Experience ..... weight of 1

The following schedules apply to promotion examinations:

Schedule XXI.
Schedule XXII.

Schedule XXIII.

Duties	weight of 5
Educational	weight of 2
Efficiency	weight of 2
Seniority	weight of 1

Schedule XXIV.

Duties	weight of 6
Educational	weight of 1
Efficiency	weight of 2
Seniority	weight of 1

Schedule XXV.

Duties	weight of 5
Educational	weight of 1
Physical	weight of 1
Efficiency	weight of 2
Seniority	weight of 1

Schedule XXVI.

Schedule XXVII.

Duties	weight of 4
Educational	weight of 1
Physical	weight of 2
Efficiency	weight of 2
Seniority	weight of 1

Schedule XXVIII.

Duties	weight of 3
Physical	weight of 4
Efficiency	weight of 2
Seniority	weight of 1

Schedule XXIX.

2. The schedules for original entrance and promotion examination for the following offices and places shall be as shown herewith:

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
A.				
Alderman	J	...	..	..
Architectural Designer	B	IV	5	25
Architectural Draftsman	B	II	3	23
Artist	H	III	4	..
Asphalt Laborer	I	..	9	..
Asphalt Plant Engineer	D	I	6	..
Asphalt Raker	H	I	9	..
Asphalt Street Foreman	H	III	6	..
Asphalt Tamper	H	I	9	..
Assistant Architectural Designer	B	III	3	..
Assistant Bacteriologist	A	III	3	..
Assistant Binder	H	I	7	..
Assistant Cataloguer	G	..	3	..
Assistant Chief Engineer	D	IV	7	27
Assistant Chief Food Inspector	E	III	3	23
Assistant Chief Sanitary Inspector	E	II	3	23
Assistant City Attorney	J	..	..	..
Assistant Clerk of Courts	J	..	..	..
Assistant Curator of Anthropology	F	II	3	..
Assistant Curator of Invertebrate Zoology	F	II	3	..
Assistant Curator of Vertebrate Zoology	F	II	3	..
Assistant Director of Municipal Research	F	IV	3	..
Assistant Estimate Clerk	B	I	1	..
Assistant Fireman	H	I	7	..
Assistant Health Commissioner	A	IV	5	..
Assistant Inspector of Buildings	E	III	3	..
Assistant Janitor	H	I	8	..
Assistant Keeper of Pipe Yard	F	I	1	..
Assistant Librarian	G	..	3	..
Assistant Medical Inspector	A	III	5	..
Assistant Paving Chemist	B	II	1	..
Assistant Station Engineer	H	I	7	..
Assistant Storekeeper	F	I	1	..
Assistant Structural Designer	B	III	3	..
Assistant Supt. of Distribution	F	II	3	..
Assistant Supt. of Plumbing	F	II	3	..
Assistant Supt. of Schools	J	..	..	..
Assistant Supt. of Sewers	F	II	6	..
Assistant Supervisor of Physical Training	J	..	..	..
Assistant Supervising Hosp. Nurse	A	III	5	25
Assistant Tapper	H	I	8	..
Assistant Taxidermist	H	II	1	..
Assistant Truancy Officer	F	II	3	..

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
B.				
Bacteriologist	A	IV	3	23
Bath House Matron	I	..	9	..
Bath House Superintendent	F	II	3	..
Blacksmith	H	II	8	..
Block Paving Foreman	H	III	6	..
Boatman	H	I	8	..
Bridge Construction Inspector	E	II	3	..
Bridge Sweeper	I	..	9	..
Bridge Tender	H	II	7	..
Building Inspector	E	II	3	..
C.				
Cabinetmaker	H	II	8	..
Carpenter	H	II	8	..
Carpenter Foreman	H	III	6	..
Cashier	J	..	..	..
Cataloguer	G	..	3	..
Caulker	H	I	8	..
Charwoman	I	..	9	..
Chauffeur	H	II	7	..
Chauffeur and Assistant Inspector	H	I	7	..
Chemist	A	IV	3	..
Chief Asessment Clerk	C	IV	3	23
Chief Binder	H	II	3	23
Chief Caulker	H	II	7	..
Chief Clerk—Comptroller	C	V	3	23
Chief Clerk—Pub. Wrks.—Adm.	C	V	3	23
Chief Clerk—Pub. Wrks.—Pur. & Supls.	C	V	3	23
Chief Clerk—Tax Department	C	V	3	23
Chief Clerk—Water Registrar	C	V	3	23
Chief Deputy Clerk of Courts	J	..	..	..
Chief Electrician	B	II	3	23
Chief Elevator Operator	H	III	6	..
Chief Engineer	B	V	5	25
Chief Engineer of Power Plants	D	V	6	26
Chief Estimate Clerk	B	II	3	23
Chief Examiner of Stat. Engineers	J	..	..	..
Chief Food Inspector	E	IV	5	25
Chief Medical Inspector	A	IV	5	25
Chief Meter Reader	E	II	3	23
Chief Milk Inspector	E	III	5	25
Chief Sanitory Inspector	E	III	5	25
Chief Smoke Inspector	J	..	..	..
Chief Taxidermist	H	III	3	..
Chief Truancy Officer	F	III	3	23
Chief Tunnel Inspector	E	II	3	23
Child Welfare Chief	A	IV	3	..
City Attorney	J	..	..	..
City Clerk	J	..	..	..

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
City Engineer	B	..	5	25
City Treasurer	J	..	..	..
Cleaner	I	..	9	..
Clerk of Courts	J	..	..	..
Clerk of the Mayor	J	..	..	..
Coal Passer	I	..	9	..
Commissioner of Public Works	J	..	..	..
Complaint Clerk	C	III	3	..
Comptroller	J	..	..	..
Construction Engineer	B	III	3	..
Cook	H	II	8	..
Craneman	I	..	8	..
Curator of Anthropology	F	IV	5	25
Curator of Education	F	IV	5	25
Curator of Invertebrate Zoology	F	IV	5	25
Custodian of City Hall	F	II	6	..
D.				
Deputy City Clerk	F	III	5	25
Deputy Clerk of Courts	J	..	..	..
Deputy Commissioner of Pub. Wrks.	J	..	..	..
Deputy Comptroller	F	IV	5	25
Deputy Health Commissioer	F	IV	5	25
Deputy Registrar of Vital Statistics.	C	V	3	23
Deputy Sealer of Weights and Measures	F	III	5	25
Deputy Tax Commissioner	F	III	3	23
Deputy Treasurer	J	..	..	..
Deputy Water Registrar	F	II	3	..
Director of Municipal Research	J	..	..	..
Director of the Public Museum	F	IV	4	24
Director of the Zoo	F	II	5	..
Division Chief of Tuberculosis.	A	IV	3	..
Domestic	I	..	9	..
Draftsman	B	I	1	..
E.				
Election Commissioner	J	..	..	..
Electrical Engineer	B	III	3	23
Electrician	B	I	4	..
Elevator Inspector	E	II	3	..
Elevator Operator	H	II	7	..
Engineer in Charge	D	III	7	27
Engineering Draftsman	B	V	3	23
Examiner of Plans	B	III	3	..
Examiner of Stationary Engineers.	E	III	3	..
F.				
Factory Inspector	E	II	3	..
Field Nurse	A	II	3	..
Field Superintendent of Bridges and Public Buildings	F	III	6	26

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
Field Superintendent of Street Construction and Repairs	F	III	6	26
Finisher	H	II	8	..
Fireman	H	I	7	27
First Assistant City Attorney	J	..	..	..
Food Inspector	E	II	3	..
Foreman of Asphalt Plant	H	III	6	..
Foreman of Grounds	H	III	7	..
Foreman of Incinerator	H	III	6	..
Foreman of Macadam Street Repairs	H	III	6	..
Foreman of Meter Shop	H	III	6	..
Furnaceman	I	..	9	..
G.				
Gardener	H	I	7	..
Gasoline Roller Engineer	D	I	6	..
Gateman	I	..	9	..
Golf Custodian	I	..	8	..
H.				
Harbor Master	F	II	5	..
Head Order Clerk	G	..	3	..
Health Commissioner	J	..	..	..
Helper	I	..	8	..
Hospital Helper	A	I	1	..
Hospital Nurse	A	II	3	..
Hospital Physician	A	III	5	..
Hydrant Inspector	E	I	6	..
I.				
Incinerator Helper	I	..	9	..
Inspector of Buildings	J	..	..	..
Inspector of Dredging	E	I	3	..
Inspector of Weights and Measures	E	I	3	..
Instructor in Trade Schools	J	..	..	..
Instrumentman	B	I	3	..
Iron Worker	H	II	8	..
J.				
Janitor	H	I	8	..
Judge of District Court	J	..	..	..
Judge of Municipal Court	J	..	..	..
Junior Accountant	C	IV	3	23
Junior Bookkeeper	C	II	1	..
Junior Clerk	C	II	1	..
Junior Clerk—Stenographer	C	II	1	..
Junior Engineer	B'	II	3	23
Junior Investigator	C	IV	3	23
Junior Library Assistant	G	..	3	..
Junior Water Waste Inspector	E	II	3	..
Justice of the Peace	J	..	..	..

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
K.				
Keeper of Pipe Yard	F	IV	6	..
Keeper of Reservoir	F	I	3	..
L.				
Laboratory Assistant	A	I	3	..
Laborer	I	..	9	..
Laundress	H	I	8	..
Law Clerk—Stenographer	C	III	3	..
Librarian	G	..	5	..
Library Assistant	G	..	3	..
Library Page	G	..	2	..
Lighter	I	..	9	..
M.				
Machinist	H	II	8	..
Machinist Helper	I	..	8	..
Market Master	F	I	1	..
Mayor	J	..	..	..
Messenger	C	I	2	..
Meter Inspector	E	II	3	..
Meter Reader	E	I	3	..
Meter Repairer	H	II	8	..
Meter Repair Helper		I	8	..
Milk Inspector	E	I	3	..
Modeler	H	III	5	..
Municipal Reference Librarian	G	..	5	..
Museum Attendant	F	I	1	..
Museum Librarian	F	II	1	..
N.				
Natatorium Assistant	F	I	1	..
Natatorium Matron	F	I	1	..
Natatorium Superintendent	F	II	3	..
O.				
Office Attendant	C	I	2	..
Oiler	D	I	7	..
Operating Engineer	D	II	6	..
Orderly	A	I	1	..
P.				
Page	C	I	2	..
Painter	H	II	8	..
Park Custodian	I	..	7	..
Park Foreman	H	III	7	..
Park Matron	I	..	9	..
Park Policeman	F	II	10	..
Park Police Sergeant	F	III	10	..
Paster	H	1	9	..
Paving Chemist	B	III	3	23
Photographer	H	II	4	..
Plant Fireman	I	..	8	..

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
Plumbing Inspector	E	II	3	..
Principal—Graded School	J	..	..	..
Principal—High School	J	..	..	..
R.				
Recorder—Public Museum	F	II	3	..
Record Searcher	C	IV	3	23
Repairer of Heating Apparatus	H	II	8	..
Resident Hospital Superintendent	A	IV	5	..
Resident Interne	A	I	1	..
Rodman	B	I	1	..
S.				
Sanitary Inspector	E	I	3	..
Sealer of Weights and Measures	E	IV	5	25
Secretary and Chief Examiner	J	..	..	..
Secretary to Commissioner of Health	F	II	3	..
Secretary of Election Commission	F	IV	5	25
Secretary of Harbor Commission	F	IV	3	..
Secretary of Park Board	F	III	3	..
Secretary of Rivers and Harbors	F	III	3	..
Secretary of School Board	F	IV	5	..
Secretary of Sewerage Commission	J	..	..	..
Senior Accountant	C	V	3	23
Senior Bookkeeper	C	III	3	23
Senior Chemist	A	III	3	23
Senior Clerk	C	III	3	23
Senior Clerk—Stenographer	C	III	3	23
Senior Engineer	B	IV	3	23
Senior Investigator	C	V	3	23
Senior Library Assistant	G	..	3	..
Senior Water Waste Inspector	E	III	3	23
Servant	I	..	8	..
Sewer	H	II	8	..
Sewer Inspector	E	I	3	..
Shademan	H	I	9	..
Sidewalk Finisher	H	II	8	..
Sidewalk Foreman	H	III	6	..
Sidewalk Inspector	E	I	1	..
Sign Writer	H	II	8	..
Slide Colorist	H	I	3	..
Smoke Inspector	E	I	3	..
South Division Librarian	G	..	3	..
Spectial Tax Appraiser	C	III	3	..
Special Vaccinator	A	III	..	..
Station Engineer	H	II	7	..
Steamfitter	H	II	8	..
Steam Roller Engineer	D	I	6	..
Stenotyper	C	II	3	..
Storekeeper	F	II	3	..
Storekeeper—Yardman	F	I	3	..
Street Inspector	E	I	1	..

Title of Position	Class	Grade	Examination Schedule Original	Examination Schedule Promotion
Street Paver	H	II	8	..
Structural Designer	B	IV	5	25
Structural Draftsman	B	II	3	23
Substitute Engineer	D	I	6	..
Supt. of Bridges and Public Bldgs.	F	IV	5	25
Supt. of Distribution	F	III	6	26
Supt. of Emergency Hospital	A	III	5	25
Supt. of Garbage Collection	F	II	6	..
Supt. of Incinerator	F	II	6	..
Supt. of Meters	F	II	6	..
Supt. of Parks	F	IV	5	..
Supt. of Plumbing	F	III	3	23
Supt. of Schools	J	..	..	..
Supt. of School Buildings	F	IV	5	..
Supt. of Sewerage	F	III	6	26
Supt. of Street Const. and Repairs	F	IV	5	25
Supt. of Street Sanitation	F	IV	5	..
Supt. of Water Works	F	IV	5	25
Supervising Field Nurse	A	III	5	25
Supervising Hospital Nurse	A	III	5	25
Supervising Night Nurse	A	II	3	..
Supervisor of Drawing	J	..	..	..
Supervisor of Elementary Training	J	..	..	..
Supervisor of Household Arts	J	..	..	..
Supervisor of Industrial Education	J	..	..	..
Supervisor of Music	J	..	..	..
Supervisor of Physical Training	J	..	..	..
Supervisor of Primary Grades	J	..	..	..
Surgical Nurse	A	II	3	..
T.				
Tapper	H	II	8	..
Tax Assessor	C	III	3	..
Tax Commissioner	J	..	..	..
Taxidermist Laborer	I	..	8	..
Teacher	J	..	..	..
Teamster	H	I	8	..
Timekeeper	H	I	1	..
Tinsmith	H	I	8	..
Tunnel Inspector	E	I	3	..
Turn-on-and-off-man	H	I	1	..
Truancy Officer	F	II	3	..
Typist	C	I	1	..
V.				
Vice-Principal	J	..	..	..
W.				
Ward Superintendent	F	II	6	..
Watchman	H	I	7	..
Water Pipe Inspector	E	I	1	..
Water Registrar	J	..	..	..
Window Washer	H	I	8	..
Y.				
Yardman	H	I	7	..

Record System.

1. Records of eligibles from the filing of application to termination of service, shall be kept by card system based upon permanent book records, according to the following methods:

(a) In all cases, except Class I (Labor Service), history cards shall be made from each approved application. They shall contain applicant's name, address, date of birth, title of examination, examination number, application number, date of filing and age of applicant, if an age limit is required, and shall be classified by names of positions applied for pending result of examinations.

(b) Averages obtained by each applicant in the subjects of examination, and the general average obtained therefrom, shall be entered in an examination register. From this record general averages shall be entered upon the history cards of successful applicants. An eligible register for official approval, containing names and general averages in all examinations, arranged in order of proficiency, shall be made from the examination register. Cards of applicants who attain a general average of 70 or more shall be filed alphabetically and shall constitute an index to eligible lists. Cards of those failing to qualify shall be filed alphabetically in a separate cabinet designated as the dead list.

(c) Duplicates of the history cards filed in the index to eligible lists shall be prepared and arranged in reverse order of merit in the appropriate cabinets of the working list, separated from the cards of those working and those awaiting re-instatement in the same position. Pending certification, all matters affecting an eligible shall be entered upon the history cards in the index to the eligible lists.

(d) The working list shall consist of cards arranged in reverse order as follows:

(1) Those certified and at work.

(2) Those certified, but laid off or on leave subject to re-instatement.

(3) Those awaiting certification.

(e) Upon certification the history card of the appointee shall pass to a permanent service record cabinet designated as the civil list and the duplicate placed with those certified and at work as shown by the working list and given its appropriate permanent number. When a list has been cancelled the history cards of eligibles failing certification shall be filed alphabetically in the dead list and the duplicates thereof then in the working list destroyed.

(f) Every change of status of an employee in the service shall be entered upon his card and filed in the civil list.

(g) The civil list shall contain history cards of all persons in the exempt or unclassified service, and such cards shall be of a different color from those of persons in the classified service.

Class I. (Labor Service.) Applications shall be entered in a book in the order of receipt. After the examination, two cards shall be prepared of those who qualify, one for use as an eligible register and the other as an index card, and entries shall also be made in the book register of the result of the examination. All reports affecting eligibles and employees shall be entered on both cards. Working cards shall be retained and shall constitute a working list. Cancelled cards shall be destroyed.

REGULATION IV.

Waiver of Certification of Reinstatement.

The Commission may permit eligibles to waive certification or reinstatement in cases where it considers the reasons given for such waiver as good and sufficient, and where it is desirable to keep the name of the eligible on the register from which the certification was made. If the reasons assigned are not approved by the Commission, then the names of the eligibles so certified or tendered reinstatement shall be removed from the registers from which they were certified. Within thirty days thereafter the names of the persons so removed from the eligible register may be restored, should satisfactory reasons for such action be offered. Waivers must be filed with the Commission within four days from date of certification, and, if approved, the name of such eligible shall not be certified until the waiver has been withdrawn. Waivers, whether continuous or otherwise, shall not be permitted for a period of longer than one year.

REGULATION V.

Departmental Reports.

1. The head of department shall in all cases make requisition for eligibles before making appointments. In the absence of an appropriate eligible list, or in case of immediate necessity, authority shall be granted for an emergency appointment. The Commission shall not approve any emergency appointment for which the department head did not make requisition and obtain authority in accordance with this regulation.

Procedure As to Pay Roll Certification.

The following correspondence passed between the City Service Commission and the City Comptroller:

OFFICE OF THE COMPTROLLER.

Louis M. Kotecki, Comptroller.
A. P. Puelicher, Deputy Comptroller.

March 21, 1914.

To the Honorable,
The Board of the City Service Commissioners,
Milwaukee, Wisconsin.

Gentlemen:—

I have given considerable thought for some time to the question of the sufficiency of the present method and the responsibility of the Comptroller's office in passing and allowing of claims for services of persons certified and employed in offices and places in the City Civil Service, as required in Sections 16 and 17 of the City Civil Service act, and I am satisfied that the present method of certifying to this office of the appointment and of all changes affecting the legality of employment of such offices and employees is not sufficient, and in addition causes considerable duplication of work in the preparation of reports by department heads and in checking the pay rolls for changes in the service by this office and by your Board.

Will your Board kindly take up this question with a view of devising a plan whereby all estimates, pay rolls or accounts of salaries or wages of officers and employees in all the city departments (excepting the Departments of Police and Fire and the Fire and Police Alarm System), can be accurately checked in advance of their payment and certification made to this office as to the legality of employment; this, with a view of more effectively carrying out both the letter and spirit of the sections of the City Civil Service act above referred to and the rules of your Civil Service Board.

Yours very truly,

A. P. PUELICHER,
Deputy City Comptroller.
March 23, 1914.

To the Honorable,
The City Comptroller,
Milwaukee, Wisconsin.

Dear Sir:—

In reply to your communication of the 21st instant, the Board directs me to state that it has also had under consideration a plan whereby all estimates, pay rolls or accounts of salaries or wages of officers and employees in all the city departments (excepting the Departments of Police and Fire and the Fire and Police Alarm System), may be checked in advance of payment, with a view,

First, that this Board obtain an accurate check on all changes affecting employment which would enable it to make

a monthly certification to your office as to the legality of employment of all such officers and employees, as required by Sections 16 and 17 of the City Civil Service act and the rules of this Board; and

Second, in order that this Board obtain and maintain a complete and accurate record of all changes in employment in the City Service, which would be a basis of civil service administration and employment control.

If your office will co-operate with this Board in having all the above department estimates, pay rolls or accounts for salaries or wages of their officers and employees sent regularly to this office for check in advance of payment and before same are delivered to your office, and if you will refuse to pay any item which does not bear this Board's certification that the persons included in each estimate, pay roll or account have been appointed and are employed in accordance with the City Civil Service law and the rules of this Board, this Board will undertake to promptly check and certify as to the legality of employment of all persons included on such estimates, pay rolls or accounts upon receipt at this office and forward same to you bearing the following certification:

"BOARD OF CITY SERVICE COMMISSIONERS.

Received.....

All officers and employees whose names appear upon this pay roll and opposite which the letter 'L' is stamped, are holding their positions according to the provisions of the Civil Service act; and those opposite which the word 'Exempt' is stamped, are by law exempt from the classified service.

BOARD OF CITY SERVICE COMMISSIONERS.

Secretary."

The Board will also inform your office and the respective department heads of any items, pay rolls or estimates for persons who are not employed in accordance with said sections of the Civil Service Law and Rules.

In order that this change in the system of checking pay rolls be installed, the Board respectively suggests that the March estimates, pay rolls or accounts for salaries or wages of officers and employees in the above city departments be sent to this office for check and certification, as outlined above, and that you notify the heads of departments to that effect so that they may be ready for the contemplated change.

This Board will also notify departments to the same effect.

BY ORDER OF THE BOARD OF CITY SERVICE COMMISSIONERS.

Respectfully submitted,

JOHN J. VLACH,

Secretary.

OFFICE OF THE COMPTROLLER.

Louis M. Kotecki, Comptroller.
A. P. Puelicher, Deputy Comptroller.

March 23, 1914.

To the Honorable,
The Board of City Service Commissioners,
Milwaukee, Wisconsin.

Gentlemen:—

I am in receipt of your letter of this date in which you suggest a plan whereby all estimates, pay rolls or accounts of salaries or wages of officers and employees in all the city departments (excepting the Departments of Police and Fire and the Police and Fire Alarm System), be checked and certified as to legality of employment, in advance of payment, as required under Sections 16 and 17 of the City Civil Service act.

In reply thereto, will say that I shall accept this plan. I will require all estimates, pay rolls or accounts of salaries or wages to be transmitted to your office by the different departments before they are sent to this office and in advance of payment, to be checked and certified by your office as to legality of employment. I will refuse to pay any estimate, pay roll or account of salaries or wages unless the same is certified by your Board, and shall accept your certification as a strict compliance on my part and as relieving me of any further liability or responsibility under the sections of the act above referred to, and of the rules of your Board.

As you suggest, I have drawn up a letter (copy enclosed), directed to the department heads (excepting those of the Departments of Police and Fire, and the Police and Fire Alarm System), informing them of this new arrangement, and will require that the estimates, pay rolls or accounts of salaries or wages of these departments for March, 1914, and thereafter, shall be checked and certified as to legality of employment by your office.

Yours truly,

A. P. PUELICHER,
Deputy City Comptroller.
March 23, 1914.

To All Heads of Departments:—

On and after this date, this office will not accept estimates, pay rolls or accounts of salaries or wages of officers and employees in the city service (except those in the Police and Fire Departments and in the Police and Fire Alarm System), or allow claim or payment for such service except where they have been previously checked and certified to by the Board of City Service Commissioners as to legality of employment. This change in system is made in order to comply more strictly with

Sections 16 and 17 of the City Civil Service act as amended by Section 6, Chapter 218, of 1897.

You will therefore arrange to have all such estimates, pay rolls or accounts sent directly to the office of the Board of City Service Commissioners for such check and certification instead of sending them to this office. The Board will transmit the pay rolls to this office after they have been checked.

In order to prevent any unnecessary delay in the final allowing and payment of claims, salaries or wages for services by this office, it is suggested that you arrange to have all estimates, pay rolls or accounts of salaries or wages delivered to the Civil Service office at least one or two days in advance of the usual time they were heretofore delivered to this office.

Yours very truly,

A. P. PUELICHER,
Deputy City Comptroller.

BOARD OF CITY SERVICE COMMISSIONERS.

Milwaukee, March 23, 1914.

To the Honorable,
The City Comptroller,
Milwaukee, Wisconsin.

Dear Sir:—

This Board is in receipt of your communication of this date. I am directed to inform you that this office has made its plans accordingly and will be ready to check promptly the March estimates, pay rolls or accounts of salaries or wages of officers and employees in all the city departments (excepting those in the Departments of Police and Fire and in the Police and Fire Alarm System), and certify same as to legality of employment if they are sent to this office before being submitted to your office in advance of payment.

For your information the Board encloses herewith copy of letter which it has directed be sent to the heads of the above departments explaining the new arrangement.

BY ORDER OF THE BOARD OF CITY SERVICE COMMISSIONERS.

Yours truly,

JOHN J. VLACH,
Secretary.

BOARD OF CITY SERVICE COMMISSIONERS.

Milwaukee, March 23, 1914.

To All Heads of Departments:—

As a result of a conference between the office of the City Comptroller and members of this Board, it has been arranged that hereafter all estimates, pay rolls or accounts of salaries

or wages of officers and employees in all the city departments (excepting those in the Police and Fire departments and in the Police and Fire Alarm System), shall be checked and certified as to legality of employment in this office before same are sent to the Comptroller's office for audit and in advance of payment. This change is made to enable the Comptroller to obtain a more satisfactory compliance with Sections 16 and 17 of the City Civil Service act and the rules of this Board.

The compliance with this arrangement will enable this Board to obtain an accurate check on all changes affecting employment which will enable it to make a monthly certification to the Comptroller as to the legality of employment of all officers and employees in accordance with the requirements of the above sections of the City Civil Service act and to obtain and maintain a complete and accurate record of all changes affecting employment in the city service, which will be used as a basis of civil service administration and employment control.

In order that the work of checking and certifying the above estimates, pay rolls or accounts of salaries or wages can be expedited and cause no delay in final payment, it will be necessary that department heads report all changes affecting employment in advance of the transmission of the monthly estimates, pay rolls or accounts of salaries or wages. New blank forms upon which to make these reports are now ready and will be furnished by this office to each department. These forms will supplement the forms heretofore in use.

For the sake of accuracy, the Board respectfully suggests that each department designate certain employees who shall handle these Civil Service reports, and so far as possible, all other routine matters pertaining to employment in their respective departments or bureaus.

The estimates, pay rolls or accounts of salaries or wages of officers and employees whose certification and employment conform to the records in this office will be forwarded to the Comptroller by the Secretary, bearing the following certification:

"BOARD OF CITY SERVICE COMMISSIONERS.

Received.....

All officers and employees whose names appear upon this pay roll and opposite which the letter "L" is stamped are holding their positions accordingly to the provisions of the Civil Service act; and those opposite which the word 'Exempt' is stamped, are by law exempt from the classified service.

BOARD OF CITY SERVICE COMMISSIONERS.

.....
Secretary."

All estimates, pay rolls or accounts of salaries or wages which are not in conformity with the certification and employment records of this office, will be red lined and the pay roll sent to the Comptroller's office with these items eliminated. A notice will also be sent to each department of these items which are eliminated so that same be corrected. A supplementary pay roll with corrected items will be received in this office for check, certification and transmission to the Comptroller's office.

In order to prevent any unnecessary delay in the final allowing and payment of claims, salaries or wages for services by this office, it is suggested that you arrange to have all estimates, pay rolls or accounts of salaries or wages delivered to the Civil Service office at least one or two days in advance of the usual time they were heretofore delivered to the Comptroller's office.

This arrangement is to go into effect with the March pay rolls.

BY ORDER OF THE BOARD OF CITY SERVICE COMMISSIONERS.

Yours very truly,

JOHN J. VLACH,
Secretary, Board of City Service Commissioners.

GENERAL INFORMATION TO APPLICANTS.

1.—This department has no official knowledge of vacancies in the various departments and therefore cannot answer questions as to whether there are "openings" in the City service. It is important for the applicant to be on an eligible list when a vacancy occurs, therefore it is advisable to take examination and obtain a place on the eligible list.

2.—Applicants for positions in the City Service of Milwaukee must have lived within the city limits of Milwaukee for 30 days next preceding the date of examination.

3.—There are no regular dates set for examination, but registration cards may be filed at any time for any position in the City Service.

4.—One registration card can be filed for one position only, but applicants may file as many registration cards for as many different positions as they desire.

5.—Those who have registration cards on file will be duly notified of the time and place of examination for that position for which the particular registration card calls.

6.—After receiving notice of the date of examination for the position for which the applicant has registered, it is necessary for him to file a regular application on or before the date designated on the card as being the last day for filing applications for that position. Application blanks can be obtained at the City Service office, City Hall.

7.—Notices of all examinations and qualifications are posted in the Civil Service Bulletin case outside of the main entrances to the City Hall, and the City Service offices at least 15 days before the date of examination.

8.—Further information can be received at any time by calling at the City Service offices, seventh floor, south end of City Hall.

INDEX TO THE CIVIL SERVICE RULES.

A	Rule	Section
ABSENCE WITHOUT LEAVE, cause for discharge	10	5
ADOPTION OF REGULATIONS, rule on	18	..
ADVANCEMENT to be on basis of efficiency and seniority	3	13
on efficiency and seniority, rule on	14	..
to be from group to group	14	1
to be on basis of efficiency and seniority	14	1
Who is eligible for	14	2
efficiency and seniority markings for	14	2
AMENDMENTS, rule on	17	..
procedure in adopting	17	1
public notice to be given of	17	2
meetings for, to be public	17	2
APPLICATIONS, rule on	4	..
to be in writing, in form prescribed, signed by applicant, made under oath	4	3
for positions in labor service, need not be in applicants' handwriting	4	3
time limit for presenting	4	5
for labor service, may be filled out any time	4	5
defective, shall be suspended	4	6
defective, may be corrected and returned	4	6
for leave of absence, to be accompanied by proof	10	4
for labor service to conform to Rule IV	16	2
Priority of, to determine order of names on list	16	2
APPLICANTS, male, must not be less than 21 years old	4	2
female, must not be less than 18 years	4	2
must furnish proof of good character	4	3
may leave name and address on file	4	5
punishable for false statement or fraudulent conduct	4	7
extraordinary service of, to be given preference for	7	2
appointment of, entered upon eligible list from which certification was made	7	6
may be removed from list after three rejections	7	7
for promotion examination, to register	13	3

	Rule	Section
APPOINTING OFFICER, defined	1	7
to be consulted as to procedure in filling special expert positions	5	4
upon request of, Board of Experts to conduct examinations for special expert positions	5	5
upon request of, eligible list for special expert position to be cancelled	7	4
duty of, in case of vacancy	8	1
shall report to Commission	15	1
to report appointments and lay-offs	16	6
APPOINTMENTS, to the unclassified service	2	2
to be to lowest salary group	3	13
to be made from lists resulting from examination	5	1
to be to lowest group	14	1
emergency, temporary, probationary, permanent or promotional to be reported	15	1
refusal or neglect to accept, to be reported	15	1
from labor eligible list	16	3
emergency, in labor service	16	4
in labor service, to be reported	16	6
ARCHITECTURAL ENGINEERING	3	4
B		
C		
CERTIFICATION, for temporary appointment not to count as regular appointment	7	7
procedure of	8	1
to be completed in case of declination	8	2
to be completed by adding the next name in order on eligible list	8	2
how made from reinstatement list	10	1
from reinstatement list	10	6
from labor eligible lists	16	3

	Rule	Section
CHANGES in department organization to be reported	15	1
CHEMICAL ENGINEERING	3	4
"CITY SERVICE OF THE CITY OF MILWAUKEE," defined	1	1
CLASS, defined	1	4
CLASSIFICATION, defined	1	5
CLASSIFICATION, rule on	3	..
positions included in	3	1
"CLASSIFIED SERVICE," defined	1	3
positions in	2	3
CLERICAL ERRORS, may be corrected in examnation papers	6	4
CLERICAL SERVICE	3	5
COMMISSION, defined	1	6
to classify positions	3	12
to classify new positions	3	12
to investigate new positions	3	15
to classify new positions	3	15
may waive residence requirements	4	1
may permit persons of 16 years to apply for positions	4	2
may demand special proof of fitness	4	4
shall fix time limits for presenting applications	4	5
shall send notices to persons who have filed their names and addresses	4	5
shall suspend defective applications	4	6
to hold examinations	5	2
may direct oral examinations	5	12
may give practical tests	5	12
may extend life of eligible lists	7	5
to certify three names upon certification	8	1
to grant leave of absence	10	4
to pass on transfers	11	2
to ascertain efficiency of employees	12	1
to prescribe factors for ascertaining efficiency	12	2
may revise efficiency markings	13	5
may fix uniform salary rate	14	1
to maintain lists for laborers	16	1
to adopt regulations	18	1
COMMON LABOR SERVICE, rule on	16	..

	Rule	Section
COMPENSATION, change in, not to affect status of employees	3	12
limits to be prescribed by groups and schedules	3	13
limits to be prescribed by groups	14	1
changes in, to be reported	15	1
CREATION OF ANY POSITION to be reported.	15	1
D		
DECLINATION, procedure as to	8	2
what constitutes	8	2
DEPARTMENT HEAD, to report new position.	3	15
may grant leave of absence	10	4
to sign all reports	15	2
DEPARTMENT ORGANIZATION, changes in, to be reported	15	1
DISCHARGE, absence without leave, cause for.	10	5
DISMISSAL from public service cause for exclusion from examination and removal from list	4	8
DUTIES, change of, to abolish position and to create a new position	3	12
in a promotion examination	13	6
E		
EFFICIENCY to govern advancement	3	13
rule on	12	..
of employees to be ascertained by Commission	12	1
weight given thereto in a promotion examination	13	5
rating in promotion examination, how obtained	13	5
markings may be revised by Commission	13	5
and seniority to be basis of advancement	14	1
weight of	14	2
and seniority markings for advancement	14	2
markings to be reported	15	1
ELECTRICAL ENGINEERING	3	4
ELIGIBLE LISTS, names removed from for cause	4	7
names removed from for cause	4	8
who may be placed on	6	2
rule on	7	..
the manner of placing names on	7	1
may be consolidated	7	3
for position in special expert class	7	4

	Rule	Section
ELIGIBLE LISTS, Continued.		
life of	7	5
applicants' appointment to be entered upon eligible list from which he was certified.	7	6
names to be trnsferred to new list from expiring	9	2
resulting from promotion examination, life of	13	7
to be maintained for common labor	16	1
may be maintained for departments or bureaus	16	1
order of names on, for labor service	16	2
for certain positions in labor service	16	3
certification and appointment from	16	3
for non-citizens	16	5
EMERGENCY APPOINTMENTS, to be made without examination or certification	9	5
duration of	9	5
in labor service	16	4
ENGINEERING SERVICE	3	4
EXAMINATION, to change grade of officer	3	12
who may be admitted to	4	1
competitive rule on	5	..
to be held when	5	2
shall be practical	5	3
for competitive class, may be conducted by board of experts	5	5
notice of, to be given	5	6
to be under direction of chief examiner	5	7
to be free from influence of appointing officer	5	7
papers of how rated	5	8
physical may be required	5	11
oral may be given	5	12
who may be admitted to	5	13
papers of, to be rated by more than one person	6	1
papers of, may be personally inspected	6	3
papers of, when subject to review	6	4
papers of, when subject to review	6	5
nature of, a factor in transfer	11	3
promotion, to be held when	13	1
promotion, who is eligible for	13	1
promotion, notice to be published of	13	3
promotion, weight given to efficiency in	13	5
promotion, "duties" in	13	6
promotion, physical test in	13	6
promotion, life of eligible list resulting from	13	7
promotion, status of eligible lists resulting from	13	8
original, to be given when	13	1
original, who may enter	5	13

	Rule	Section
original, who may enter	13	2
original, rating in	5	8
for positions in labor service	16	3
EXPERTS, boards of, to conduct examinations for special expert class	5	5
F		
FACTORS FOR ASCERTAINING EFFICIENCY, to be uniform for positions with similar duties and responsibilities	12	2
FALSE STATEMENT BY APPLICANT PUNISHABLE	4	7
G		
GRADE, positions comprised in	3	2
of officer not to be changed except by examination	3	12
length of service in, to be eligible for promotion examination	13	2
H		
I		
IDENTIFICATION SHEETS to be sealed	5	10
INSPECTION SERVICE	3	7
J		
K		

L	Rule	Section
LABORERS, reinstatement of	16	6
re-employment of after discharge	16	7
LABOR SERVICE	3	11
lists to be maintained for	16	1
emergency appointments in	16	4
non-citizen eligible lists in	16	5
LAY-OFFS, in Class I, to be reported monthly	15	1
in labor service to be reported	16	6
LEAVE OF ABSENCE, rule on	10	..
when it may be granted	10	4
by whom granted	10	4
length of	10	4
reinstatement upon expiration of	10	6
LIBRARY SERVICE	3	9
M		
MARKING AND RATING, rule on	6	..
MECHANICAL ENGINEERING	3	4
MEDICAL SERVICE	3	3
N		
NON-CITIZEN ELIGIBLE LISTS	16	5
NOTICE OF PROMOTION EXAMINATION, to be published	13	3
to be given of proposed amendments	17	2
to be given of proposed changes in regulations	18	2
O		
OFFICERS NOT IN THE SPECIAL EXPERT CLASS not governed by residence rule	4	1
OPERATING ENGINEERING SERVICE	3	6
ORIGINAL EXAMINATION to be given when	13	1
rating in	5	8
P		
PHYSICAL DISABILITY cause for exclusion from examination and removal from list	4	8
test in promotion examination	13	6
examination for labor service	16	3

	Rule	Section
POSITION, defined	1	8
new, to be reported by department head	3	15
new only when duties are different from duties of other positions	3	15
new, to be classified by Commission	3	15
excepted from residence requirement	4	1
creation of, to be reported	15	1
PRACTICAL TEST, may be given	5	12
for positions in Class K	13	6
weight to be fixed by Commission	13	6
weight to be deducted from weight of "duties"	13	6
PROMOTION, rule on	13	..
examination, who is eligible for	13	1
examination, to be held when	13	1
examination, who is eligible for	13	2
examination, notice of to be published	13	3
examination, weight given to seniority in	13	4
examination, weight given to efficiency in	13	5
examination, "duties" in	13	6
examination, physical test in	13	6
examination, practical test for Class K	13	6
examination, life of eligible list resulting from	13	7
Q		
R		
REGULATIONS, Commission to fix time limit for presenting applications by	4	5
subjects and weights to be determined by	5	9
factors for ascertaining efficiency to be prescribed in	12	2
procedure in adopting	18	2
notice to be given of change in	18	2
REJECTION, defined	7	8
RELAYS, laborers to be employed in	16	6
RE-EMPLOYMENT of laborer who has been discharged	16	7

	Rule	Section
REINSTATEMENT, rule on	10	..
list, who may be placed on	10	1
list to have preference	10	1
list, names to remain on for fixed period	10	3
list, names to be stricken from	10	3
after absence without leave	10	5
upon expiration of leave of absence	10	6
list, certification from	10	6
to be reported	15	1
in Class I to be reported	15	1
list for Labor Service, who shall be placed on	16	6
of laborers	16	6
REPORTS, rule on	15	..
to be signed by department head	15	2
RESIGNATIONS to be reported	15	1
REVISION of efficiency markings to be on pro rata basis	13	5
S		
SALARY RATE, uniform, to be fixed when	14	1
SECRETARY and CHIEF EXAMINER to notify each candidate of his rating	6	3
SENIORITY to govern advancement	3	13
weight given to, in promotion examination	13	4
how determined	13	4
and efficiency to be basis of advancement	14	1
weight of	14	2
SEPARATIONS to be reported	15	1
SKILLED LABOR SERVICE	3	10
SPECIAL EXPERT CLASS, special proof of fitness for	4	4
appointing officer to be consulted about filling positions in	5	4
SPECIAL RECOGNITION to be given for extraordinary services	7	2
STENOGRAPHIC RECORD to be kept of oral examinations	5	12
SUBJECTS and WEIGHTS to be determined by regulations	5	9
SUBJECTS to be rated on scale of 100	6	1
SUPERVISING SERVICE	3	8

	Rule	Section
SUSPENDED EMPLOYEES to give notice to Commission	10	2
SUSPENSION, rule on	10	..
period of	10	1
to be reported	15	1
T		
TEMPORARY APPOINTMENT, certification for not to count as regular certification	7	7
TEMPORARY AND PROVISIONAL APPOINTMENTS, rule on	9	..
appointments, how made	9	1
appointments not to count as regular appointments	9	1
employees, names of to be transferred to new list from expiring list	9	2
appointments made the same as permanent appointments to have preference	9	3
appointing powers to notify City Ser. Dept. of termination of	9	4
employees to give notice of termination of their employment	9	4
TERMS, defined, rule on	1	..
TITLES, to be descriptive of duties and indicate grade	3	14
to be same for same kind of service	3	14
not to be changed except by order of Commission	3	14
change in, not to require a new examination	3	15
TRANSFER, rule on	11	..
to be made how	11	1
to be subject to approval of Commission	11	2
to be allowed when	11	3
to be reported	15	1
of laborers	16	8
U		
UNCLASSIFED SERVICE, positions included in appointments to	2	1
not more than one appointment to be made under one title in	2	2
UNIFORM SALARY, rate to be fixed when	14	4
V		
VACANCIES to be reported	15	1

CONTENTS.

Page

1. City Civil Service Act..... 3

2. Rules of the City Service Commission..... 15

3. Regulations of the City Service Commission, viz.:

   (a) Classification of Positions..... 35

   (b) Subjects and Weights in Original and Promotion Examinations..... 43

   (c) Alphabetical List of Positions with Classification and Schedule of Subjects and Weights. 46

   (d) Record System in City Civil Service Office..... 53

   (e) Waiver by Eligibles..... 54

   (f) Departmental Reports..... 54

4. Procedure in Pay Roll Certification..... 54

5. General Information to Applicants..... 61

6. Index to Rules..... 62

UNIVERSITY OF ILLINOIS LIBRARY

OCT 11 1919

UNIVERSITY OF ILLINOIS-URBANA
352.005 M64M C001
Manual of the Board of City Service Comm
3 0112 087943178